

From: Kester, Tony
To: 'Chris Bickley'cbickley@lowcountrycog.org
Date: 8/1/2013 8:41:57 AM
Subject: RE: Various Aging Finance Questions

Chris,

Question one is very vague. We asked you to be more specific. You have received a new NGA including carry forward funds. Which flow through funds do you want to use internally? How much?

Question two- I have said several times to use HCBS to fill gaps in funding vs. need. There should be no need for a transfer.

Number three is a statement not question. Did your last invoice for June indicate final request? If not, just send a final June invoice.

Number four, we are working on NSIP. It appears NSIP is handled differently around the state. We are working on a solution to that and will be in touch when finalized.

Number five, if you were instructed to use \$10 as a unit, why is there a question? The COG's and SC4A meet. Is this not something that could be discussed if you had questions about what the others are doing?

From: Chris Bickley [<mailto:cbickley@lowcountrycog.org>]
Sent: Wednesday, July 31, 2013 4:41 PM
To: Kester, Tony
Subject: FW: Various Aging Finance Questions

Tony-
Do you consider these responses from LGOA staff adequate? We are frustrated.
Chris

From: Lindsay, Shannon [<mailto:slindsay@aging.sc.gov>]
Sent: Wednesday, July 31, 2013 3:36 PM
To: Chris Bickley
Subject: FW: Various Aging Finance Questions

From: Lindsay, Shannon
Sent: Wednesday, July 31, 2013 3:11 PM
To: 'Sherry Smith'; Aging, PSA Help; Kester, Tony
Cc: Marvile Thompson
Subject: RE: Various Aging Finance Questions

Ms. Smith-

We have received your questions and may need additional information to answer them all:

- Our NGA does not match the budget sheets that we sent in with the area plan. Was the budget in our area plan approved? If so, will new NGA's be issued? More specifically, on the current NGA there are funds in the Flow Through section that are being used here at the AAA Internally. Does that need to be changed?
Can you please specify which lines on the NGA and your area plan budget do not match?
- It was mentioned in the meeting on the 17th, that a new NGA will be issued with carry over funds from FY 12-13. Will there be an opportunity to transfer funds within Title III before September 30th? There will not be an opportunity to transfer funds prior to September 30th.

- We submitted our June 2013 invoices early in the month with our best estimates of expenses. Since then, we have received invoices for all of our expenses, and I have closed the books for the year. I need to send additional invoices for June 30th to settle up. [This is general information regarding your process.](#)
- It was also mentioned in the July 17th meeting, that Tony Kester was concerned that our monthly invoices do not match the MUSR reports from the AIMS system. I know what the issue is here in the Lowcountry, but I need advice on how to make corrections for the current fiscal year. There is not a place in AIMS for the NSIP funds. Per the AAA Summary Services Budget spreadsheets, our congregate meal rate is broken down in two parts, the NSIP share and the Title III AIM rate. We enter the Title III AIM rate in the AIMS system. I am not aware of a place in AIMS for the NSIP rate. I have considered having our contractors enter the entire reimbursement rate in the AIMS system, but it will throw off the matching percentage. What are other regions doing? How should we set this up for FY 13-14? [We encourage you to speak with other AAA/ADRC's to determine and identify best practices for addressing this issue.](#)
- We manage a Minor Home Repair program here at the AAA for the region. Because the cost for each project can vary, we were instructed to use \$10.00 for a unit reimbursement rate. That is working fine for us, but my concern is how does this methodology compare across the state? If units of service for Minor Home Repair are being compared over the state, does each agency use the same unit rate? Should there be a standard rate for this service? [We encourage you to work with groups such as the SE4A, PSA's and other helpful avenues to identify and determine best practices for addressing this issue.](#)

I hope you find this information helpful. If you have additional questions please email them to aimhelp@aging.sc.gov

Shannon Lindsay, M.S.
Program Coordinator II
Lt. Governor's Office on Aging
slindsay@aging.sc.gov
803-734-6029

From: Sherry Smith [<mailto:ssmith@lowcountrycog.org>]
Sent: Wednesday, July 31, 2013 2:23 PM
To: Aging, PSA Help; Kester, Tony
Cc: Marvile Thompson
Subject: FW: Various Aging Finance Questions

From: Sherry Smith
Sent: Wednesday, July 31, 2013 2:21 PM
To: Frances Stophel
Subject: FW: Various Aging Finance Questions

Shannon,
Will you follow up on this email for me? I sent these questions one week ago today, and still haven't received any response. Since we are in a time crunch for the budget and AIM information, I will be happy to call the appropriate person if you will let me know who that should be.

Thanks for your help.

Sherry Smith
Lowcountry COG
(843)726-5536

From: Chris Bickley

Sent: Wednesday, July 24, 2013 12:36 PM
To: Sherry Smith
Subject: FW: Various Aging Finance Questions

From: Lindsay, Shannon [<mailto:slindsay@aging.sc.gov>]
Sent: Wednesday, July 24, 2013 11:53 AM
To: Marvile Thompson; Chris Bickley
Cc: Theriot, Susan; Kester, Tony
Subject: FW: Various Aging Finance Questions

Mr. Bickley and Ms. Thompson-

We have received the following questions from Sherry Smith and are in the process of drafting a response.

Shannon Lindsay

Shannon Lindsay, M.S.
Program Coordinator II
Lt. Governor's Office on Aging
slindsay@aging.sc.gov
803-734-6029

From: Sherry Smith [<mailto:ssmith@lowcountrycog.org>]
Sent: Wednesday, July 24, 2013 11:27 AM
To: Taylor, Tommy; Aging, PSA Help
Cc: Marvile Thompson
Subject: Various Aging Finance Questions

Tommy:

I have several questions about procedures for the new fiscal year. I need answers to some of this before we can issue contracts to providers and advise them on how to set up the AIMS system for FY 13-14. Below is a list of my concerns:

- Our NGA does not match the budget sheets that we sent in with the area plan. Was the budget in our area plan approved? If so, will new NGA's be issued? More specifically, on the current NGA there are funds in the Flow Through section that are being used here at the AAA Internally. Does that need to be changed?
- It was mentioned in the meeting on the 17th, that a new NGA will be issued with carry over funds from FY 12-13. Will there be an opportunity to transfer funds within Title III before September 30th?
- We submitted our June 2013 invoices early in the month with our best estimates of expenses. Since then, we have received invoices for all of our expenses, and I have closed the books for the year. I need to send additional invoices for June 30th to settle up.
- It was also mentioned in the July 17th meeting, that Tony Kester was concerned that our monthly invoices do not match the MUSR reports from the AIMS system. I know what the issue is here in the Lowcountry, but I need advice on how to make corrections for the current fiscal year. There is not a place in AIMS for the NSIP funds. Per the AAA Summary Services Budget spreadsheets, our congregate meal rate is broken down in two parts, the NSIP share and the Title III AIM rate. We enter the Title III AIM rate in the AIMS system. I am not aware of a place in AIMS for the NSIP rate. I have considered having our contractors enter the entire reimbursement rate in the AIMS system, but it will throw off the matching percentage. What are other regions doing? How should we set this up for FY 13-14?
- We manage a Minor Home Repair program here at the AAA for the region. Because the cost for each project can vary, we were instructed to use \$10.00 for a unit reimbursement rate. That is working fine for us, but my concern is how does this methodology compare across the state? If units of service for Minor Home Repair are being compared over the state, does each agency use the same unit rate? Should there be a standard rate for this service?

Thanks for any guidance you can provide.

Sherry Smith
Finance Director

Lowcountry Council of Governments