

## **Instructions for Completing CDA 7018**

The Expenditure Report form (CDA 7018) is designed for reporting expenses for the Coronavirus Aid, Relief, and Economic Security (CARES) Act Emergency Funding. All reported costs entered into the CDA 7018 should be rounded to the nearest dollar.

### **HEADER SECTION:**

Enter the following information:

- Planning and Service Area (PSA) number [assigned two digit contract extension]
- Fiscal Year – State Fiscal Year
- Contract number will auto-populate once the PSA# is entered
- Date – Date the report is being submitted

### **EXPENDITURES:**

- Enter the month and year for which expenditures are being reported
- Enter the Total Expenditures (Total costs expended during the reporting period)

### **FOR STATE USE ONLY:**

This section is to be completed by CDA staff.

### **SUBMISSION DUE DATES:**

The completed CDA 7018 must be sent as an e-mail attachment to the [Fiscal Email Address](mailto:FiscalTeam@aging.ca.gov): FiscalTeam@aging.ca.gov and is due as required in PM 20-13.

If there are no expenditures to report, enter zeroes, but you must submit your report.

In your email subject line, please identify your PSA ##, Program, and Month of Expenditure Report being submitted (Example: PSA [34](#) CARES [09](#) EXP).