



POLICY AND PROCEDURE NOTICE: FPPN-009

ADVANCE PAYMENTS TO SUBRECIPIENTS

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to ensure the timing and the amount of advance payments are as close as is administratively feasible to the actual disbursement of the funds.

Authority:

- 45 CFR 75.305

Policy and Procedure:

1. Fulton County shall advance payment to subrecipients to allow for adequate cash flow to implement services.
2. The amount advanced shall equal the monthly funding necessary to cover personnel costs, rent, utilities, and supplies.
3. Reconciliation of this amount must occur as expeditiously as possible. If an advance has been provided, the subrecipient's reimbursement in the next month shall be reduced by the amount of the advance.
4. In the event that the actual reimbursable expenses in the next month did not exceed the amount of the advance, the remainder shall be reduced from the payment for the second month after the advance.
5. In the event that the actual reimbursable expenses in the second month following the advance do not exceed the amount of the remainder of the advance, the subrecipient shall remit payment to the County for the remainder due and for any interest accrued.

Approved April 2016

Last Reviewed: January 2021