

PART ONE: PURPOSE AND USE OF THE MANUAL

The Bureau of Drug and Alcohol Programs (BDAP) has developed this Fiscal Manual to provide Single County Authority (SCA) fiscal personnel with a central source of information to assist in fiscal operations and outline necessary requirements as set forth by the Commonwealth of Pennsylvania. This manual also includes overview sections describing funding sources, the budget process and invoicing instructions, as well as reporting and record keeping requirements. Because all aspects of the SCA's agreement with BDAP are not included in the Fiscal Manual, it is not intended to be an all-inclusive resource guide. Unless BDAP instructions are specific to providers of services or otherwise prohibit application to service providers, SCAs may choose to adapt certain parts of the Manual to the provider level in accordance with the SCA's operational requirements.

The requirements, policies, procedures, and instructions in this manual are official and are to be adhered to by the SCAs. If there are conflicts with other documents, the order of precedence shall be the SCA Grant Agreement, the Pennsylvania State Plan for the Control, Prevention, Intervention, Treatment, Rehabilitation, Research, Education and Training Aspects of Drug and Alcohol Abuse and Dependence Programs and the SCA Fiscal Manual. Since no instruction system can anticipate every conceivable situation, the principles and procedures in this manual shall be regarded as guidelines. Questions from SCAs regarding applicability of specific parts of this manual may be directed to their respective Program Representative from the Division of Program Monitoring or to staff in the Fiscal Section.

It may be necessary to issue temporary instructions, which will take precedence over material in this manual. When this is done, the temporary instructions will clearly state the exception and include an expiration date.

Any additions or updates to the fiscal manual will be sent to the SCA Administrator, as well as the fiscal contact assigned by the SCA and provided to BDAP. The new or revised pages will be mailed to both of the above-mentioned individuals for every SCA. The date of any new issuance will appear at the bottom of each page. Upon receipt of these pages, the fiscal contact is required to substitute the new pages in place of the existing pages. Any questions regarding information presented in the fiscal manual should be directed to BDAP fiscal staff at (717) 787-9564.