



c/o Aging Division, Community Living Section
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POLICY NOTICE

Reference: Unexpended and Unobligated Funds
Policy Number: WSSB-091611- 10

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and WSSB grantees regarding the correct process for returning unexpended and unobligated WSSB grant award funding.

Policy:

- Any awarded of unspent funds must be returned to the WSSB by July 15th of each year.
- A check should be submitted to the Fiscal Manager of the Community Living – Aging Section no later than July 15. The memo line should indicate the grant source from which the funds are being returned.

Policy approved at the Wyoming Senior Services Board meeting on September 23, 2011.