

**Appendix A
Working Capital Advance Application
(Authorities & Mandated Agencies)**

Date:

Authority Name:

Agency Name:

Agency Address:

Tel:

Fax:

Amount Requested and Purpose :

Provide a detailed description of what the funds will be used for

Required Attachments:

Please make sure the following are attached to the application

- Current Audited Financial Statements (the Authority and the mandated agency)
- Current Monthly Year-to-date Balance Sheet and Operating Statement (the Authority and mandated agency)
- Sustainability Plan (Mandated Agency)

Signed:

Board Chair

Executive Director

Note: *A Working Capital Advance is an interest free loan provided by the Department of Families (DoF) into Agencies meet cash flow requirements during the period of time between the provision of services and receipt of payment. An Advance is not meant to fund long-term assets (e.g. building improvements and equipment) and reserves the right to demand repayment of the Advance at any time. Therefore, the Advance should be treated as a current liability.*

Department of Families Contact Information:

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