



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY COUNCIL
COMMITTEE MEETING
THURSDAY, December 17, 2015
8:00 A.M.**

Miami Dade College North Campus
Building #3 - Conference Center, 2nd floor
11380 NW 27th Avenue
Miami, FL 33167-3495

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. October 15, 2015
3. Information – October 2015 Financial Report
4. Information -- Bank Reconciliation for November 2015
5. Recommendation as to Approval of the Fiscal Year 2014-15 Audit and renew the FY2016-17 Audit Contract with TCBA Watson Rice, LLP.
6. Recommendation as to Approval to Accept \$166,665 in TANF Funds
7. Recommendation as to Approval to Adjust 2015/16 Budget for the Actual Carry-forward Amounts
8. Recommendation as to Approval to Update the Accounting Policies and Procedures.

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"Members of the public shall be given a reasonable opportunity to be heard on a specific agenda item, but must register with the agenda clerk prior to being heard." disabilities.



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: December 17, 2015 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

October 15, 2015 at 8:00am

Doubletree Miami Airport Hotel – Exhibition Center

711 NW 72nd Avenue

Miami, FL

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Gibson, Charles A, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. Adrover, Bernardo 4. Bridges, Jeff 5. Montoya, Rolando 6. Scott, Kenneth 7. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 8. Datorre, Roberto 9. Davis-Raiford, Lucia 10. Socorro, Ivonne <p>SFW STAFF Alonso, Gustavo Garcia, Christine Uptgrow, Madalyn</p>	

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance and Efficiency Chairman Charles Gibson called the meeting to order at 8:29a.m., asked those present introduce themselves. He noted that a quorum had not been achieved.

3. Information – August 2015 Financial Report

Vice-Chairman Perez introduced the item and SFWIB Assistant Controller, Christine Garcia further presented the accompanying notes to the Financial Report (unaudited) for the Period of July 1, 2014 to May 31, 2015:

Budget Adjustment:

Revenues:

- \$100,000 accepted from City of Miami Gardens

Expenses:

- Headquarter cost increased by \$30,000
- Adult Services funds decreased by \$1,916,921
- Facility Cost funds increased by \$4,449
- Youth Services funds decreased by -\$204,550
- Unallocated funds increased by \$1,916,921
- Training and Support Services decreased by \$153,333
- Training and Support Services decreased by \$8,525
- Other Programs and Contracts increased by \$253,333

Explanation of Significant Variances

1. Training and Support Services – low at 0.2% versus 16.7%
2. Other Programs & Contracts – low at 8.3% versus 16.7%

Mr. Perez inquired about the following line items:

- Florida International University (FIU) Contract Allocation
- Take Stock in Children

Mr. Alonso explained that the remaining balance in Temporary Assistance for Needy Family (TANF) funds from prior year were allocated to Take Stock in Children for the purchase of scholarships and that current year allocation would cover administration cost.

Dr. Montoya advised the Council that effective this program year, Miami-Dade College (MDC) is no longer the local (fiscal) agent for Take Stock in Children, as it will be self-managed. The only involvement MDC would have with Take Stock in Children is the free use of rental space and facilities at the College.

With regards to FIU's contract, Mr. Alonso explained that both parties (FIU and SFWIB) had never reached a final agreement. Mr. Perez stated he recalled the parties eventually did. Mr. Alonso explained that if it is so, then it would be heard at a council meeting this month.

Dr. Montoya inquired about Refugee Employment and Training (RET) Services level of achievement of 58%. Mr. Alonso explained that RET Services fiscal year term begins in October versus other programs that begin July 1st of each year.

Mr. Perez inquired about the status of WIA expenditures. Mr. Alonso responded that there is no information available at the present moment.

Chairman Gibson inquired about performance based payment processes and Mr. Alonso briefly explained.

Mr. Perez inquired about the status of rapid response's 2nd allocation. Mr. Alonso responded that he had not seen it yet.

2.a. Approval of the Finance and Efficiency Council Meeting Minutes for June 17, 2015

Dr. Rolando Montoya moved the approval of FEC meeting minutes of June 17, 2015.
Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

2.b. Approval of the Finance and Efficiency Council Meeting Minutes for August 20, 2015

Dr. Rolando Montoya moved the approval of FEC meeting minutes of August 20, 2015.
Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

4. Information – Bank Reconciliation for August 2015

Chairman Gibson introduced the item and Mr. Alonso further discussed.

Dr. Montoya inquired about SFWIB's check issuance processes. Mr. Alonso explained.

Dr. Montoya asked whether the disbursement process is consistent throughout the month or whether there are more checks processed towards the end of the month. SFWIB Comp Controller Christine Garcia explained that the amount of checks shown does not reflect those processed via Automated Clearing House (ACH). Mr. Perez asked where ACH transactions would be listed in the reconciliation report. Mr. Alonso responded that ACH is part of the transactions listed under 'less Checks/Vouchers Drawn'. Dr. Montoya commented that auditors don't generally like to see too many outstanding checks. He further inquired about the process of issuing checks.

Ms. Garcia explained that there were more checks issued than usual for the above period. Mr. Scott briefly explained the disbursement processes for issuing checks at his organization.

Chairman Gibson inquired about the large number of paper checks being issued even after the recent implementation of ACH. Mr. Alonso briefly explained SFWIB's current policy which requires that ACH transfers are processed for Service and Training provider related transactions and paper checks issued for all operational expenses.

5. Information - Fiscal Audit Update

Chairman Gibson introduced the item. Mr. Alonso further discussed and introduced Ms. Carshena Allison of BCA Watson Rice, LLP.

Mr. Perez asked whether BCA Watson Rice audit funds that are allocated to state projects (operational type audits). It was explained by both Ms. Allison and Dr. Montoya that operational audits are not conducted. However, BCA Watson is responsible to conduct internal control, financial audits and compliance. It was further explained that there are external auditors that conduct operational audits.

Chairman Gibson asked if whether the Board can obtain an analysis of the contacts that were approved for funds.

Dr. Montoya explained that the information is usually detailed in the financial report where the progress of each contact is shown based on its percentage. At this point, board members would question delayed contacts and staff would then provide a follow-up on the causes of delays. Mr. Bridges added that this information is shown in the explanation of significant variance section of the financial report. Executive Director Rick Beasley appeared before the Council and further explained the difference between performance related programs and special projects. Mr. Bridges suggested staff ensure contracts are properly executed and expended in order to avoid delays. Dr. Montoya shared his comments regarding approval process delays.

Chairman Gibson requested staff provide a follow-up on the approval timeline to avoid delays.

Mr. Adrover inquired about best practices of other regions regarding contract approval processes. Mr. Alonso briefly explained and introduced SFWIB's Contracts Manager Madalyn Uptgrow who briefly explained ways staff is working towards being more proactive in order to avoid delays. Dr. Montoya shared his comments.

Mr. Beasley explained the new law that went into effect which consists of a new process for indirect cost. He additionally noted that the Contracts Unit is currently short staff which has also caused delays.

6. Information – DEO Fiscal Monitoring Report

Chairman Gibson introduced the item and Mr. Alonso further discussed.

Dr. Montoya commended the agency for having a clean report. However, he briefly shared his concern regarding a potential operational weakness.

Dr. Montoya recommended contracts be presented during the time yearly budgets are approved. He also recommended that all providers submit necessary paperwork in a timely manner for immediate processing.

There being no further business to come before the Council, the meeting adjourned at 9:24am.



SFWIB FINANCE AND EFFICIENCY COUNCIL

DATE: 12/17/2015

AGENDA ITEM NUMBER: 3

AGENDA ITEM SUBJECT: FINANCIAL STATEMENTS

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, that its assets are protected, and that the Board's resources are used appropriately and accounted for sufficiently. Accordingly, the attached un-audited financial report for the month of October, 2015 is being presented for review by the Council members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE AND EFFICIENCY COUNCIL

DATE: 12/17/2015

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: BANK RECONCILIATION

AGENDA ITEM TYPE: **INFORMATIONAL**

RECOMMENDATION: N/A

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

The Finance and Efficiency Council's primary goal is to work to ensure that the Board is in good financial health, that its assets are protected, and that the Board's resources are used appropriately and accounted for sufficiently.

Based on the Internal Control Procedures recommended by the Department of Economic Opportunity of the State of Florida, the Finance Committee at its April 2, 2009, meeting requested a monthly cash reconciliation report be provided at every Committee Meeting. Accordingly, the attached cash reconciliation for the month of November 2015 is being presented for review by the Council members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

**South Florida Workforce Investment Board
Reconcile Cash Accounts**

**Reconciliation Date: 10/31/15
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	173,229.74	
Less Checks/Vouchers Drawn	(4,016,221.08)	319
Plus Deposits		
Checks Voided	10,698.26	2
Deposits	4,036,119.92	41
Plus Other Items	(258.78)	1
Unreconciled Items:		
Ending Book Balance	203,568.06	
Bank Balance	834,910.62	
Less Checks/Vouchers Outstanding	(631,342.56)	81
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
Reconciled Bank Balance	203,568.06	
Unreconciled difference	0.00	

Prepared by: Odell J. Ford Jr. 11/4/15
Odell J. Ford Jr.

Approved by: S. Jones 11/5/15



SFWIB FINANCE AND EFFICIENCY COUNCIL

DATE: 12/17/2015

AGENDA ITEM NUMBER: 5

AGENDA ITEM SUBJECT: FISCAL AUDIT APPROVAL

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the Approval of the Fiscal Year 2014-15 Agency-wide Audit Reports and renew the FY2016-17 with TCBA Watson Rice, LLP.

STRATEGIC GOAL: **STRONG, TIMELY REPORTING STANDARDS**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

On July 17, 2015, the South Florida Workforce Investment Board (SFWIB) approved the negotiation of a contract with TCBA Watson Rice, LLP for the performance of an external independent audit of the agency's financial records and reports for Fiscal Year 2014-15.

The Fiscal Year 2014-2015 SFWIB audit was recently completed by Ron Thompkins, CPA, who is a partner at BCA Watson Rice LLP.

The audit of the financial statements was performed pursuant to generally accepted auditing standards, government auditing standards, and the Rules of Florida's Auditor General. It included a review of internal controls as well as compliance with applicable laws and regulations.

The audit resulted in an unmodified opinion on the agency's financial statements (i.e., no significant deficiencies or material weaknesses in the internal control systems). Moreover, the OMB single audit was also deemed unmodified (i.e., no matters of non noncompliance).

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

**REPORTS REQUIRED BY
THE OFFICE OF MANAGEMENT AND BUDGET
(OMB) CIRCULAR A-133**

FOR THE YEAR ENDED JUNE 30, 2015

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2015**

<u>Federal Grantor/Pass-Through Grantor/Program Title/Grant</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>
U.S. Department of Labor		
Passed through:		
Florida Department of Economic Opportunity (DEO):		
WorkForce Investment Act (WIA) Cluster:		
Adult Program	17.258	\$ 7,488,293
Youth Program	17.259	6,814,371
Dislocated Worker Program	17.278	6,560,608
Dislocated Worker Rapid Response	17.278	637,122
Total Workforce Investment Act (WIA) Cluster		<u>21,500,394</u>
Employment Services (ES) Cluster:		
Wagner Peyser	17.207	1,830,745
Wagner Peyser 7B-Military Spouse	17.207	70,596
Wagner Peyser 7B – Performance Incentives	17.207	183,072
Disabled Veterans’ Outreach Program	17.801	55,873
Local Veterans’ Employment Representative	17.804	51,043
Total Employment Services (ES) Cluster		<u>2,191,329</u>
Unemployment Insurance		
Unemployment Compensation	17.225	521,059
Reemployment & Eligibility Assessment	17.225	961,018
Trade Adjustment Assistance - Programmatic –Administrative	17.245	14,518
Total Unemployment Insurance		<u>1,496,595</u>
Total U. S. Department of Labor		<u>25,188,318</u>
U. S. Department of Agriculture		
Passed through:		
Florida Department of Economic Opportunity (DEO):		
Supplemental Nutritional Assistance Program	10.561	1,425,072
Total U.S. Department of Agriculture		<u>1,425,072</u>
U. S. Department of Health and Human Services		
Passed through:		
Florida Department of Economic Opportunity (DEO):		
Temporary Assistance for Needy Families		
Welfare Transition Program	93.558	9,685,419
Total Temporary Assistance for Needy Families (TANF)		<u>9,685,419</u>

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2015**

<u>Federal Grantor/Pass-Through Grantor/Program Title/Grant</u>			<u>Federal CFDA Number</u>	<u>Expenditures</u>
Passed through the Florida State Department of Children and Families:				
Refugee and Entrant Assistance Program	10/1/12-9/30/13	XK029-2	93.576	\$ (640)
Refugee and Entrant Assistance Program	10/1/12-9/30/13	XK029-2	93.584	(26,793)
Refugee and Entrant Assistance Program	10/1/13-3/31/14	XK029-3	93.576	(263)
Refugee and Entrant Assistance Program	10/1/13-3/31/14	XK029-3	93.584	(10,999)
Refugee and Entrant Assistance Program	4/1/14-9/30/14	XK044	93.576	59,042
Refugee and Entrant Assistance Program	4/1/14-9/30/14	XK044	93.584	2,414,180
Refugee and Entrant Assistance Program	10/1/14-9/30/15	XK044-2	93.576	176,161
Refugee and Entrant Assistance Program	10/1/14-9/30/15	XK044-2	93.584	7,526,014
Total Refugee and Entrant Assistance Program				<u>10,136,702</u>
Total U.S. Department of Health and Human Services				<u>19,822,121</u>
U.S. Department of Housing and Urban Development				
Miami Dade County Housing & Community Development Block Grant			14.218	<u>113,720</u>
Total U.S. Department of Housing and Urban Development				<u>113,720</u>
Total Expenditures of Federal Awards				<u>\$ 46,549,231</u>

See notes to Schedule of Expenditures of Federal Awards

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2015**

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of South Florida Workforce Investment Board and is presented using the modified accrual basis of accounting, which is described in Note 2 to South Florida Workforce Investment Board's financial statements. The information on this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Note 2 - Sub-recipients/Training Vendors

Of the federal expenditures presented in the accompanying schedule of expenditures of federal awards, South Florida Workforce Investment Board provided federal awards to sub-recipients for contracts as follows:

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Amount Provided to Sub-recipients</u>
WorkForce Investment Act (WIA) Cluster:		
Adult Program	17.258	\$ 3,362,107
Youth Program	17.259	5,559,389
Dislocated Worker Program	17.278	4,112,064
 Employment Services (ES) Cluster:		
Reemployment and Eligibility Assessments	17.225	602,331
Unemployment Insurance	17.225	365,715
Food Stamp Employment Training	10.561	1,044,066
Welfare Transition Program	93.558	5,657,954
Other:		
Refugee and Entrant Assistance Program	93.576	193,973
Refugee and Entrant Assistance Program	93.584	<u>8,286,968</u>
Total		<u>\$ 29,184,567</u>

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

ADDITIONAL INFORMATION

FOR THE YEAR ENDED JUNE 30, 2015

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
RECONCILIATION OF GENERAL LEDGER EXPENDITURE ACCOUNTS
TO THE STATE OF FLORIDA ONE STOP MANAGEMENT INFORMATION SYSTEM
FOR THE YEAR ENDED JUNE 30, 2015**

<u>Program Code</u>	<u>Federal CFDA Number</u>	<u>Program Title</u>	<u>Amount per General Ledger</u>	<u>Program Income</u>	<u>Subtotal</u>	<u>Amount per OSMIS</u>	<u>Difference</u>
WIA15	17.258	WIA Adult Program	\$ 254,307	\$ -	\$ 254,307	\$ 254,307	\$ -
WIA14	17.258	WIA Adult Program	7,233,987	-	7,233,987	7,233,987	-
WIY15	17.259	WIA Youth Program	4,332,727	-	4,332,727	4,332,727	-
WIY14	17.259	WIA Youth Program	2,481,645	-	2,481,645	2,481,645	-
WID15,WIDR15	17.278	WIA Dislocated Worker Program	531,135	-	531,135	531,135	-
WID14, WIDR14	17.278	WIA Dislocated Worker Program	6,666,595	-	6,666,595	6,666,595	-
WTS15	93.558	Welfare Transition Program	7,089,603	-	7,089,603	7,089,603	-
WTS15B	93.558	Welfare Transition Program	2,598,598	-	2,598,598	2,598,598	-
WTS15	93.558	Welfare Transition Program	(2,782)	-	(2,782)	-	(2,782)
FSH14B	10.561	Supplemental Nutritional Assistance	343,388	-	343,388	343,388	-
FSH15	10.561	Supplemental Nutritional Assistance	1,082,083	-	1,082,083	1,082,083	-
FSH14B	10.561	Supplemental Nutritional Assistance	(399)	-	(399)	-	(399) *
WPA14	17.207	Wagner Peyser	1,291,959	-	1,291,959	1,291,959	-
UCB15	17.225	Unemployment Insurance	315,491	-	315,491	315,491	-
UCB14B	17.225	Unemployment Insurance	206,613	-	206,613	206,613	-
UCB14	17.225	Unemployment Insurance	(1,044)	-	(1,044)	-	(1,044) *
UCRE4	17.225	Reemployment & Eligibility Assessment	961,018	-	961,018	961,018	-
WPB14	17.207	Wagner Peyser 7B-Military Family	70,596	-	70,596	70,596	-
WPB13C	17.207	Wagner Peyser 7B- Performance Incentives	183,072	-	183,072	183,072	-
TAA13	17.245	Trade Adjustment Assistance-Administration	12,956	-	12,956	12,956	-
TAT12	17.245	Trade Adjustment Assistance-Training	1,362	-	1,362	1,362	-
TAT13	17.245	Trade Adjustment Assistance Training	200	-	200	200	-
LVR14B	17.804	Local Veterans	31,821	-	31,821	31,821	-
DVP15	17.801	Disabled Veterans	40,500	-	40,500	40,500	-
LVR15	17.804	Local Veterans	19,223	-	19,223	19,223	-
DVP15B	17.801	Disabled Veterans	15,373	-	15,373	15,373	-
WPA15	17.207	Wagner Peyser	538,787	-	538,787	538,787	-
TOTAL			\$ 36,298,814	\$ 36,298,814	\$ 36,303,039	\$ 36,303,039	\$ (4,225)

See notes to the reconciliation of general ledger expenditure accounts

**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
D/B/A CAREERSOURCE SOUTH FLORIDA
NOTES TO THE RECONCILIATION OF GENERAL LEDGER
EXPENDITURE ACCOUNTS TO THE STATE OF FLORIDA
ONE STOP MANAGEMENT INFORMATION SYSTEM
FOR THE YEAR ENDED JUNE 30, 2015**

Note 1 - Basis of Presentation

The schedule is a reconciliation of certain general ledger expenditure accounts to the State of Florida One Stop Management Information System (OSMIS) for the fiscal year ended June 30, 2015. The information on this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Interest income associated with program funds are allocated to the appropriate fund as a reduction in program expenses.

Note 2- Differences

Differences indicated by “ * ” are credits to the expenditures that were done after the grant ended but within the close-out period. DEO was able to adjust the OSMIS system accordingly by 6/30/15, the end of the grant period, however SWFIB had their books closed thus posted the entry after 6/30/15.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/17/2015

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE OF TANF FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$166,665 in TANF Program funds.

STRATEGIC GOAL: **CELEBRATED, BENCHMARK LEADER IN BEST PRACTICES**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

On October 28, 2015 SFWIB received a Noticed of Fund Availabilities from the Department of Economic Opportunity of the State of Florida for a total award of \$166,665 in Temporary Assistance for Needy Families (TANF) funds.

Use of these funds must follow all applicable US Department of Health and Human Services laws, rules and regulations, including the Florida Administrative Code, 65A-4 (Temporary Cash Assistance).

FUNDING: TANF

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/17/2015

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: APPROVAL TO ADJUST 2015-16 BUDGET FOR THE ACTUAL CARRY-FORWARD FUNDS .

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to adjust the FY 2015-16 budget for the actual FY 2014-15 Carry-forward amounts.

STRATEGIC GOAL: **CELEBRATED, BENCHMARK LEADER IN BEST PRACTICES**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

On June 17, 2015, the SFWIB approved the fiscal year 2015/16 budget. The approved budget included an estimated \$15,516,326 in carry-forward funds. Following the end of the financial closeouts with the State of Florida, it was determined that there are additional carry-forward dollars totalling \$ 3,894,464.

FUNDING: All Workforce Funding

PERFORMANCE: N/A

NO ATTACHMENT

DESCRIPTION	GRANTED	FY14-15 exp	Balance	Carryforward	Balance
WIA ADULT PY14	\$ 8,472,231.00	254,307	8,217,924	6,268,623	1,949,301
WIA DISLOCATED WORKER PY14	\$ 7,644,164.00	531,135	7,113,029	5,731,959	1,381,070
WIA YOUTH PY14	\$ 6,479,160.00	4,332,727	2,146,433	1,851,791	294,642
AWI-WAGNER PEYSER PY14	\$ 1,600,257.00	538,787	1,061,470	1,203,669	(142,199)
REFUGEE	\$ 10,722,250.00	7,702,176	3,020,074	2,608,425	411,649
		13,359,131	21,558,931	17,664,467	3,894,464



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 12/17/2015

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: APPROVAL TO UPDATE ACCOUNTING POLICIES AND PROCEDURES.

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to update the Accounting Policies and Procedures.

STRATEGIC GOAL: **CELEBRATED, BENCHMARK LEADER IN BEST PRACTICES**

STRATEGIC PROJECT: **Set Standards on Performance Measures Reporting**

BACKGROUND:

The Accounting Policies & Procedures Manual has been updated to include enhancements in internal control procedures, revisions in performance payments to service provider, payroll and cost allocation plan, as well as changes in employee responsibilities, as summarized below:

1. Section II A, Board of Directors, Executive and Audit Committees, has been updated to reflect the new committee structure and names.
2. Section III A, Internal Controls, has been revised to include a requirement that all staff members who have access to the MIP Accounting Software update and revise their passwords on a quarterly basis.
3. Section VII A, Purchasing, has been revised to require that the Facility Manager approve all utilities-related invoices.
4. Section VII.D. Service Provider Payments has been revised to include the procedures for payments to service providers who have performance-based contracts with SFWIB.
5. Section VIII B, Payroll Processing Procedures, has been updated to delete the section that pertains to the distribution of live checks to employees. Currently, all employees are under direct deposit.
6. Section X.A. Acquisition, Control and Disposition of Fixed Assets, has been update to reflect the new capitalization threshold of \$5,000.
7. Section XIV Appendix D – Staff Responsibilities has been updated to reflect the realignment of responsibilities among members of the Finance Staff.

8. Section XI.B. Cost Allocation Plan -- has been revised to reflect the adoption of the Indirect Cost Rate methodology.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

ACCOUNTING POLICIES & PROCEDURES MANUAL

Last Updated: 04-18-2013

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

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- I. GENERAL INFORMATION
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 - C. Governmental Characteristics
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 - E. Lobbying Policy

- II. PEOPLE
 - A. Board of Directors, Executive and Audit Committees
 - B. Accounting Staff

- III. INTERNAL CONTROL
 - A. Internal Control Policy
 - B. Computer Controls
 - C. Delegation of Authority
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 - E. Monitoring Activities for Agency & Service Providers

- IV. CASH & INVESTMENTS
 - A. General
 - B. Cash Receipts – OSMIS Draw Requests
 - C. Other Cash Receipts
 - D. Cash Disbursements
 - E. Investments
 - F. Reconciliation
 - G. Petty Cash
 - H. Interest

- V. BUDGETING
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 - B. Monitoring

- VI. REVENUES AND RECEIVABLES
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- G. Individual Training Accounts

- VIII. PAYROLL & RELATED LIABILITIES
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- X. PROPERTY & EQUIPMENT
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 - A. Month-End Closing and Reporting
 - B. Year-End Closing and Reporting
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- XIII. HOUSEKEEPING
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- XIV. APPENDIX
 - A. Copy of Articles of Incorporation & By-Laws
 - B. IRS Final Ruling Letter on Tax-Exempt Status
 - C. Organization Chart
 - D. Accounting Staff Responsibilities
 - E. Chart of Accounts from MIP
 - F. DEO Final Guidance on Cost Allocation Plans for Regional Workforce Boards: July 27, 2005.
 - G. Final Guidance on Prior Approval Procedures for Selected Costs and Administrative Requirements: March 8, 2005
 - H. Final Guidance on Individual Training Accounts

I.A. ORGANIZATION BACKGROUND

Purpose: To document the history and mission of South Florida Workforce Investment Board.

South Florida Workforce Investment Board (SFWIB) was chartered by the State of Florida (the State), through CareerSource Florida to plan and oversee federal and state-funded employment and training activities in Miami-Dade and Monroe Counties. SFWIB shall be a governmental body in all respects and shall be an organization eligible to exclude income under Section 115 of the Internal Revenue Code and contributions which are deductible under Section 170(c)(1) of the Internal Revenue Code of the United States. SFWIB's Board is the administrative body and policy board. The Board is responsible for all aspects of SFWIB including decision making responsibilities as well as planning and overseeing the operations of the service delivery system in the Miami-Dade/Monroe County region.

SFWIB's mission is to provide high-quality employment and training solutions to job seekers, workers and employers in order to foster regional economic growth.

SFWIB's vision is to develop an economically thriving, world-class labor force, in collaboration with community partners.

The grand strategies of SFWIB are as follows:

- ❑ Achieve its vision by pursuing an intensive strategy of service development.
- ❑ Conduct research and development targeted to improve or modify current services and introduce innovative services responsive to worker and employer needs.
- ❑ Integrate these services into its system to provide universal access to its customers, while offering a portfolio of comprehensive services.

I.B. BASIS OF ACCOUNTING & CHART OF ACCOUNTS

Purpose: *To establish the basis of accounting and chart of accounts used by SFWIB when recording day-to-day transactions as well as issuing year-end financial statements.*

SFWIB uses a modified accrual basis of accounting during the year and when issuing monthly financial reports to the Executive Committee. Revenues are recorded when received and expenditures are recorded when incurred. However, at month end, the Accountant I will reconcile the Accounts Receivable, Deferred Revenue, and Revenue Account to bring it to an accrual basis. The agency's financial auditors use the accrual basis of accounting when preparing the annual financial statements. SFWIB's fiscal year end is June 30, which coincides with the program years of most of its funding sources.

In order to ensure the observance of limitations and restrictions placed on the use of the various funding available to the agency, SFWIB utilizes a fund accounting software system named Abila MIP Fund Accounting. The chart of accounts is a table driven chart of accounts, which is divided into the following seven segments:

- General Ledger - general ledger code for assets, liabilities, net assets, revenues, and expenses
- Fund- tracks funding source
- Function-tracks the cost category within a funding source (program or administrative)
- Program-tracks the type of program
- Service Provider- tracks the activity associated with each service provider and one-stop centers
- Location-tracks the geographical location for each service provider
- Participant-for specific purposes i.e. contracts of less than one year with identical segments and prior year expenses

The Fund segment has been set up as a "Fund Type" in MIP. This allows the system to report balance sheet as well as revenues and expense information for each fund. For a listing of all codes in each segment, see the Appendix Section E.

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The chart of accounts for SFWIB is designed to track and collect data related to each funding source by both fund and cost category, which allows for reporting to the State of Florida via its One Stop Management Information System (OSMIS). The chart of accounts also allows for verifiable tracking of all obligations for monitoring, reporting and audit purposes.

The Assistant Director of Finance & Assistant Controller have the appropriate rights necessary in order to add, edit, and delete chart of account codes to the system. Once activity has been entered for a specific code however, the system will not allow that code to be deleted. Instead, the code can be discontinued from further use, but its detail will always be maintained in the accounting system for audit trail purposes. Chart of account codes are currently alpha-numeric.

I.C. GOVERNMENTAL CHARACTERISTICS

Purpose: To establish the accounting standards and guidelines that must be followed by South Florida Workforce Investment Board based on its governmental status as an organization.

SFWIB shall be a governmental body in all respects and shall be an organization eligible to exclude income under Section 115 of the Internal Revenue Code and contributions which are deductible under Section 170(c)(1) of the Internal Revenue Code of the United States.

SFWIB's accounting policies conform to accounting policies generally accepted in the United States of America applicable to state and local governmental units. Accordingly, the basic financial statements include both government-wide and fund financial statements.

The agency's chart of accounts is set up in such a manner that it can track and report activity by the fund and net asset classifications required by the Governmental Accounting Standards Board. The agency's auditor also reviews these classifications at year-end.

I.D. AUTHORITATIVE SOURCES

Purpose: *To establish the sources of guidance to be used by SFWIB to be in compliance with GAAP, federal regulations and the Workforce Florida Act of 1996.*

SFWIB receives federal funding from both the U.S. Department of Labor and the U.S. Department of Health & Human Services that is ultimately passed through the Florida Department of Economic Opportunity and the Florida Department of Children & Families. As a result, SFWIB must adhere to numerous Federal and State regulations, laws and rules. Those documents include:

Federal Circulars and Other Publications:

U.S. Office of Management and Budget (OMB) Circulars:

- ✚ 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and [Audit Requirements](#) for Federal Awards; Final Rule.

Executive Orders:

- 11375 Equal Employment Opportunity
- 12549 Debarment and Suspension

Federal Laws and Regulations:

- [Workforce Innovation and Opportunity Act \(WIOA\)](#) signed into law on July 22, 2014. Workforce [Innovation](#) and Opportunity Act
- The Personal Responsibility Work Opportunity Reconciliation Act (PRWORA), PL 104-193
- [The Social Security Act of 1990](#)
- Age Discrimination Act, 42 USCS s.6101 et seq; 29 USCS s. 621 note and 623
- Americans with Disabilities Act of 1990
- Carl D. Perkins Vocational Education Act, 20 USCS s. 2301 et seq.
- Civil Rights Act, 42 USCS s. 1971 a-d and 2000 a-h-6
- Fair Labor Standards Act, 29 USCS s. 201 et seq.
- Hatch Act, 5 USCS s. 1502
- Rehabilitation Act, 42 USCS s. 6001 et seq.
- Single Audit Act, 31 USCS s. 7501 et seq.
- Byrd Anti-Lobbying Amendment, 31 USCS s.1352 et seq.

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- Sarbanes-Oxley Act of 2002

Florida Statutes:

- The Workforce Innovation Act of 2000, FS Chapter 445
- The Family Self-Sufficiency, FS Chapter 414
- Dislocated Workers, Training Investment Program, 443.231
- Administrative Procedure Act and Review, 120.51, 120.695, Stats.
- Sunshine Law, Chapter 119, 286
- Whistle Blower Act, FS 112.3187: Adverse Personnel Actions, Protections Against, 112.3187-112.31895
- Contracts, Ch. 685
- Anti-Nepotism, FS Section 112-3135

SFWIB Manuals and Related Publication, as applicable

The Florida Department of Economic Opportunity (DEO) is the state oversight agency for all of the State of Florida's regional workforce development boards. DEO maintains a website with all of its authoritative sources on it. SFWIB adheres to these authoritative sources, such as the Final Guidance on Prior Approval Procedures for Selected Costs and Administrative Requirements. Both the Assistant Director, SFWIB Finance and Assistant Controller review these guides annually for any updates or changes that become available.

I.E. LOBBYING POLICY

Purpose: To establish the policy and procedure for ensuring that SFWIB does not conduct lobbying activity as prohibited by federal and state requirements

No federal or state funds will be used by the SFWIB, or an agent acting on behalf of SFWIB, to influence legislation or appropriations pending before Congress or any State legislature.

If a contract contains federal funding in excess of \$100,000, or if required by contract language, SFWIB will complete a Certification Regarding Lobbying form, prior to contract execution. In addition all SFWIB contracts containing federal funding in excess of \$100,000 require certification that no federal funds be spent for lobbying.

The Executive Director, Assistant Director, SFWIB Finance, and accounting staff members are all aware of the SFWIB policy regarding lobbying activity.

II.A. BOARD OF DIRECTORS, EXECUTIVE AND ~~AUDIT~~ ~~FINANCE AND EFFICIENCY COUNCIL~~ COMMITTEES

Purpose: To outline the accounting duties associated with the Board of Directors, Executive and Audit Committees.

SFWIB Board is comprised of 42 appointed Directors who represent private sector business, economic development, education, organized labor, community based organizations, veterans, juvenile justice and state and local government agencies. It is a policy making Board. SFWIB's Board approves the annual plan and budget. On a monthly basis, the SFWIB finance department presents the organizations' year to date financial statements at the Board meetings. Minutes from these meetings are available upon request.

The ~~Executive Committees—Finance and Efficiency Council~~ is a subcommittee of the Board of Directors. The ~~Executive Committee—Finance and Efficiency Council~~ meets ~~every other month~~ monthly. The Assistant Director, SFWIB Finance, attends these meetings. The year to date financial statement (budget versus actual expenditures) is presented to and reviewed by the ~~Executive Committee—Finance and Efficiency Council~~ at each meeting. In addition, the ~~Finance and Efficiency Council~~ Committee is responsible for reviewing and or approving the operating budget, budget modifications, the annual audit report, and any monitoring reports performed by its funding agencies.

~~The Audit Committee is a standing committee of the SFWIB and meets with respect to those matters assigned to said Committee by the Chair or, in the event there is a vacancy in the office of the Chair, by the Vice Chair. The primary purpose of the Audit Committee is to oversee all matters related to both external (Fiscal and Compliance) and internal audits and monitoring activities.~~

II.B. ACCOUNTING STAFF

Purpose: To summarize the positions that comprises SFWIB's accounting department.

The Accounting Department is comprised of the following positions:

- ❑ Assistant Director, SFWIB Finance
- ❑ Assistant Controller
- ❑ Finance Administrator
- ❑ Level II Accountant
- ❑ Level I Accountant (2)
- ❑ Account Clerk (2)

See Appendix D for a description of each accounting position level. All SFWIB staff are employees of Miami-Dade County and are subject to its employment policies and procedures. Under the Inter-local agreement with the County, SFWIB uses the County's personnel and purchasing systems. As a result, all employees are hired through the County System and their payroll is processed by the County. SFWIB reimburses the County for its payroll expenses. Employees are eligible for hire in the accounting department only after employee references are contacted and criminal background check and fingerprinting procedures are performed. SFWIB is notified by law enforcement if any charges are filed against any of its staff members.

The accounting staff receives annual evaluations, which take place on the employee's anniversary of their hire date.

Upon availability, the accounting staff attends seminars during the year for training and updates on the State's One Stop Management Information System (OSMIS) system. In addition, staff may attend training classes or other professional development activities related to accounting upon approval by either the Executive Director or the Assistant Director, SFWIB Finance. The Assistant Director, SFWIB Finance is ultimately responsible for educating the accounting staff on Federal and State laws and regulations that affects SFWIB.

III.A. INTERNAL CONTROL

Purpose: To document SFWIB's financial internal control policy.

SFWIB recognizes that it is a steward of the public's money and the taxpayers hold the organization accountable to use the funds wisely and to protect them from loss while in their custody. As a result, a strong internal control policy exists and is monitored to prevent misuse of funds.

The objectives of this system are to provide reasonable assurance that all assets, including workforce development funds, are safeguarded against loss from unauthorized use or disposition; that transactions are executed in accordance with management's authorization; and that they are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Segregation of duties reduces the likelihood that one person would be able to completely control a process or function from beginning to end. Steps have been taken to ensure adequate segregation of duties for the various transactions that may occur during the course of business.

Members of the accounting staff earn and take annual vacations on an ongoing basis. During an employee's absence another member of the accounting staff performs his/her duties. In addition, each staff member has another staff member that has been cross-trained on his or her duties.

The MIP accounting system fully integrates obligations, budgets, disbursements, and cost allocations in a centralized location, reducing the risk of error associated with manual spreadsheets and calculations. The chart of accounts and all accounting procedures have been established to provide for identifying receipts and expenditures of program funds separately for each contract.

Internal controls are monitored periodically by the Assistant Director, SFWIB Finance and the Office of Continuous Improvements. A review of SFWIB's internal controls is also conducted as part of the annual fiscal audit.

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Members of the Finance Staff are encouraged to obtain a minimum of 8 credit hours of training in fund accounting and grants management by attending the quarterly Finance Officers Group (FOG) workshops and attending outside training seminars, as appropriate.

Quarterly, the SFWIB IT Department will ensure that all employees who have access to MIP will update their passwords. Semi-annually, the Finance Staff will generate a report of changes to the Vendor Master File and circulate the report among the SFWIB management team for their review as to the appropriateness of the changes.

SFWIB's internal control policies are known and enforced by its Board and staff members.

III.B. COMPUTER CONTROL

Purpose: To establish computer control procedures for the software programs used by the accounting department.

Each computer workstation in the accounting department has a user name and password required to log on to Windows. The Information Technology (IT) department maintains this system. IT assigns the user's login name and has the ability to reset or delete a user's password. IT however does not have access to a User's password. Passwords are required to be changed periodically when the system indicates to.

The MIP accounting software, which maintains the general ledger, requires a user name and password to enter the program. Passwords are required to be changed quarterly. IT is the system administrator for MIP and thus has rights to all modules – Administration, Accounting, Encumbrance, and Allocation. IT is also responsible for installing updates to the system.

Only accounting staff have rights to perform data entry in the MIP accounting modules (Accounting, Encumbrance, Allocations). IT personnel, has view only rights to the system. IT assigns security rights to each user for each module based on job duties of the user assigned by Assistant Director, Finance and detail in a form titled, "MIP Security Access Form". The security rights for each action in MIP are View Only, Add Records, Delete Records, Edit Records, and Process Records. In addition, entry date preferences can be set to prohibit transaction entry to a prior period or a future period. The MIP system does not allow posted entries to be erased or deleted and maintains the history of all transactions in the Administration module. It also maintains a log of all users and their time of entry.

On a semi-annual basis, the Assistant Director, SFWIB Finance, will print from the system a security list for review of system access in the MIP system. This process will ensure accounting staff have the appropriate system access and segregation of duties is maintained.

Users of the MIP accounting system are immediately deleted upon termination by the Information Technology Department to prevent any unauthorized entry into the system.

SFWIB uses the State of Florida's OSMIS system to enter cash draw requests and provide expenditure reports to the State. This software is web-based and can be accessed by the Assistant Director, SFWIB Finance,

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Assistant Controller, the Finance Administrator, and the Accountant II. Each person has his or her own unique user name and password obtained from the State. The State will also delete a user's access upon receipt of notification from SFWIB. Passwords are also required to be changed periodically.

Finance Staff abide by SFWIB IT Policies including "Policy Statement Regarding Appropriate and Acceptable Use of Computer and Technology Based Equipment at the South Florida Workforce Administrative Offices and Career Centers".

III.C. DELEGATION OF AUTHORITY

Purpose: *To establish an internal control environment where only individuals with formally delegated signature authority are able to obligate the Agency with external parties and only authorized employees and their formal designees approve financial transactions at the Agency.*

As set forth in the Inter-local agreement, the SFWIB shall comply with all applicable procurement ordinances, administrative orders and policies of Miami-Dade County.

The procurement function and all employment related matters for SFWIB are handled by the Administration Division. See the Administration Division Policies and Procedures Manual for guidance on specific topics. The Finance Unit will not process transactions that are not approved in accordance with the Administrative Policies and the applicable sections of the Accounting Policies and Procedures Manual.

Only the Executive Director can approve and execute contracts, insurance arrangements, and real estate and equipment leases. All such contractual arrangements are reviewed and approved for legal sufficiency by the Miami Dade County Attorney's Office.

Temporary authority may be designated whenever an individual with approval authority will be out of the office for prolonged periods. The temporary authorization is to be in writing and specify the effective length of time and must be approved by the supervisor of the individual who is delegating authority or the Executive Director.

III.D. SARBANES-OXLEY ACT OF 2002

Purpose: *To ensure compliance with the applicable provisions of the Sarbanes Oxley Act of 2002.*

It is the policy of the SFWIB to comply with the requirements of the Sarbanes-Oxley Act of 2002, Sections 1102 and 1107, set forth by the Act, the United States Code Title 18, Sections 1512 and 1513, as amended, and the requirements of the Workforce Board. By signing below, the Respondent assures that the Respondent will comply with the Sarbanes-Oxley Act provisions as set forth below:

Provisions of the Act – Title XI – Corporate Fraud Accountability

Section 1102 – Tampering with a record or otherwise impeding an official proceeding – “Whoever corruptly: 1) alters, destroys, mutilates, or conceals a record, document or other object, or attempts to do so, with the intent to impair the object’s integrity or availability for use in an official proceeding 2) otherwise obstructs, influences, or impedes any official proceeding, or attempts to do so, shall be fined under this title or imprisoned not more than 20 years, or both”.

Section 1107 – Retaliation against Informants – “Whoever knowingly, with the intent to retaliate, takes any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any Federal offense, shall be fined under this title or imprisoned not more than 10 years, or both”.

III.E. MONITORING ACTIVITIES FOR BOTH AGENCY AND SERVICE PROVIDERS

Purpose: *To establish the financial monitoring procedures required by federal and state regulations for the agency and its service providers.*

The Office of Continuous Improvement (OCI) is responsible for conducting reviews of the SFWIB financial management system as well as for its Service Providers. These reviews are intended to determine whether records

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are being maintained in sufficient detail to permit the preparation of all required reports. These reviews also help monitor expenditures to ensure that they have not been spent unlawfully and are being tracked at an appropriate level of detail.

Monitoring activities of SFWIB's financial system are coordinated and assigned to the members of the OCI staff by the Supervisor of OCI. Below is a summary of the steps performed and documented on an annual basis. See SFWIB Policies and Procedures Manual Volume I for a detailed description of the policies and procedures for the OCI.

Summary of monitoring steps performed:

- ❑ Conduct an annual review of Service Provider contracts for compliance with both federal and state laws, regulations and policies, based on the type of funding the service provider is receiving
- ❑ Review the accounting policies and procedures manual on an annual basis to ensure that it has been updated for any changes in procedures and compliance with new laws and regulations
- ❑ Attend all annual on-site State/Federal monitoring meetings for all programs
- ❑ Review cash management and internal cash controls for compliance with WIOA, DCF, Federal, State and local policy
- ❑ Trace a sample of postings from the cash receipts journal to the general ledger
- ❑ Review a sample of support service payments for appropriate documentation and compliance with applicable policies
- ❑ Review a sample of contract payments to training providers for: (1) supporting documentation, (2) signed invoice and time sheet, if appropriate, (3) reimbursement rate agreement for total allowable training hours per the contract, and (4) invoiced amounts posted to the general ledger
- ❑ Review a sample of payroll and non-payroll disbursements for (1) supporting documentation, (2) agreement to check request for approval, (3) agreement to purchase order, requisition, invoice and purchasing threshold requirements, (4) mathematical accuracy, (5) trace to general ledger

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- Review budgets, on a cumulative basis, for conformance with maximum and minimum cost limitations under WIOA
- Ensure that all Financial Management Tracking Reports for all programs are reconciled to the general ledger each month

Monitoring activities of the Service Providers are also coordinated and assigned to the members of the OCI staff by the Supervisor of OCI. The following steps are performed and documented on an annual basis, and the extent and detail of the procedures vary based on the materiality of the service provider's contracted amount.

- Obtain and review the Service Provider's contract, correspondence maintained in the contract file, and monthly performance reports
- Obtain, through inquiry of SFWIB staff, an understanding of the program and related financial concerns
- Obtain a sample of payment requests submitted and perform the following:
 - (1) Test the mathematical accuracy
 - (2) For operating disbursements, determine that the vendor invoice was present and contained the appropriate approval, and the costs were properly allocated
 - (3) For payroll disbursements, obtain the supporting detail by employee salary and related benefits to determine if the costs were allowable and properly allocated
 - (4) Determine that the holdback was computed per the contract
 - (5) For performance benchmarks, review the supporting documentation to verify that benchmarks have been achieved
 - (6) Trace the disbursement to the SFWIB general ledger
- Perform any other activities deemed necessary to ensure the service provider is in financial compliance with its contract

Service Providers are required to have an annual audit performed in accordance and compliance with the State of Florida requirements and OMB Circulars A-87, A-110, A-122 and A-133, whichever is applicable. Said audit shall be submitted to SFWIB the earlier of thirty (30) days after receipt or nine (9) months after the end of the Service Provider's fiscal year for each year during which the contract remains in force or until all funds earned from the contract have been so audited, whichever is later. Results

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of the audits are also forwarded to the appropriate state and federal authorities.

The OCI ensures that all Service Providers furnish SFWIB with a copy of their audit.

In the event a Service Provider should go out of business, SFWIB must be notified immediately. SFWIB then becomes the designated custodian of all Workforce Development-related records and must be notified of the designated custodian of the Service Provider's other records.

When SFWIB is notified that a Service Provider is going out of business, SFWIB will notify its audit firm to immediately conduct an audit of the Service Provider under the Single Audit Act.

SFWIB accepts responsibility for resolving audit findings locally and has established procedures for review and resolution of Service Providers' audit reports. These procedures include a review of audit reports to ensure the requirements of appropriate OMB Circulars and Division Policies are met. The findings and recommendations reports are reviewed by the OCI. The proper actions in response to the findings and recommendations are determined, and all actions needed to correct or otherwise resolve findings are completed within the established timeframes.

IV.A. CASH - GENERAL

Purpose: To identify all cash accounts currently used by SFWIB and establish procedures for the authorization of the use of these cash funds.

The following is a list of all current bank accounts used by SFWIB:

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Bank	Type of Account	Use of Account	Authorized Signers
Wachovia	Government Advantage Interest Checking	General Operating Account for SFWIB – AP and Payroll	Miami Dade Mayor and Miami Dade County Clerk of Courts

SFWIB funds are held by a bank qualified as a public depository under Florida Statutes. All deposits are fully insured by federal insurance and by a multiple financial institution collateral pool required by Florida Statutes, Chapter 280, *The Florida Security for Public Deposits Act*.

The current check signers are the Miami Dade County Mayor and Miami Dade County Clerk of the Courts. All checks require two authorized signatures.

Checks are strictly prohibited from being made payable to cash or bearer. The practice of cashing checks out of currency on hand is also prohibited. SFWIB maintains a \$250 petty cash fund.

IV.B. CASH RECEIPTS – OSMIS DRAW REQUESTS

Purpose: *To establish policy and procedures for draw down of funds from the State of Florida via the One Stop Management Information System (OSMIS).*

SFWIB’s primary cash receipts are warrants directly deposited into the general operating account by the State of Florida through electronic funds transfer (EFT) for cost reimbursement. Draw request for the cost reimbursement are performed weekly using the State’s OSMIS system. The requests are entered on Wednesday or on Thursday of a given week and the funds are then transferred to SFWIB’s general operating bank account on the Wednesday of the following week.

Each Wednesday or Thursday the Accountant 2 verifies that all invoices received in the department for payment by the close of business on the prior day have been entered and posted in the MIP accounting system. The Accountant II runs two (2) reports from MIP, Total Year-To-Date Expenditures by Fund and Year-To-Date Program Income. The year to date

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expenditures by fund is entered into an excel spreadsheet (Weekly Cash Draw Worksheet) by fund. The Accountant II performs a manual cost allocation for the unallocated expenditures. The cost allocation is performed using SFWIB's current cost allocation percentage. The allocated amounts are entered in the Weekly Cash Draw Worksheet by fund. Year-to-date expenditures by fund and the expenditures manually allocated to the funds are totaled to determine total year-to-date expenditures for each fund. Total expenditures by fund are deducted from the year-to-date cash drawdown by fund to determine the amount of cash required by fund. Program Income is also taken into consideration when requesting cash. Projections are added to the cash request for invoices in-house that have not been posted at the time of the request. The projections are prepared by the Account Clerks. The Weekly Cash Draw Worksheet, Summary, and all MIP reports used are submitted to the Assistant Controller for review. The package must be given to the Assistant Controller prior to the deadline on Thursday.

The Assistant Controller and/or Assistant Director, SFWIB Finance reviews the package, signs it to indicate his or her approval of the weekly cash draw. The package is returned to the Accountant II for correction if any errors are noted. The approved package is then returned to the Accountant II for processing in OSMIS.

Procedure for requesting cash from the State via OSMIS:

- (1) The Accountant 2 selects the icon for OSMIS and accesses the "Financial Region" screen where "Cash Management" and "Cash Request" are selected in that order.
- (2) The program (WIOAWelfare Transition etc.) and program title (Adult, Youth, Dislocated Worker, etc.) are selected followed by the program year (i.e. 2009, 2010).
- (3) Next, select the "week" (period) for which cash is being requested and enter the amount requested. This completes the cash request.
- (4) The request is saved and the final request screen printed and filed in the "Cash Needs" folder maintained in the finance department.
- (+)(5) Accountant II sends the Cash Request sheet via Email to DEO, State of Florida, when receives the reply email from DEO confirming receipt of Cash Request, prints it and put together in that week's Cash Request's package.

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Cash requested is recorded by funding source (program) when it is received. The Assistant Controller reviews the bank account online daily. Upon receipt of the cash in the account, the Assistant Controller prints out the bank statement and forwards a copy to the Level II Accountant. The Level II Accountant attaches the bank statement to a copy of the cash request print out

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and has an Account Clerk process cash receipt session. The cash receipt is recorded by funding source. An Unposted Cash Receipts Report is generated for the Cash Receipts session. This report is attached to the supporting documentation and given to the Accountant II Finance or other authorized representative for review and posting. The Accountant II, SFWIB Finance signs and dates the report indicating his/her review and posts the session.

[Accountant II runs FLAIR Transmittal Report \(From OSMIS, under FLAIR Interface\) for previous week's Cash Request, attach it to that week's Cash Request package.](#)

The State of Florida's Comptrollers office sends SFWIB notification via mail of the EFT transaction, once the funds have been deposited into the bank account. The notification is attached to the cash request documentation and filed in the "Cash Needs" folder.

FORMULA FOR CASH DRAW:

- A. Total YTD cash drawdown : _____ (Agrees to OSMIS & cash journal)
- B. YTD Program Income: _____ (Agrees to MIP report by fund)
- C. YTD expenditure by fund : _____ (Agrees to MIP report by fund)
- D. YTD manually allocated Expenditure by fund: _____ (Agrees to MIP report by cost pool)
- E. Service Provider Projection: _____ (Based on invoices on hand not processed)
- F. Total YTD Expenditures: _____ (Agrees to MIP YTD expenditures)
- G. Cash required for following week

(A+B) minus (C+D+E) equal G

[For funds that cross over fiscal year, A/R and Deferred Revenue are taken into consideration also.](#)

IV.C. OTHER CASH RECEIPTS

Purpose: To establish policy and procedures for the handling of cash receipts that provides for effective internal control.

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SFWIB's primary cash receipts are made through electronic funds transfer from the State of Florida as described in Section IV.B. *Cash Receipts – OSMIS Draw Requests*. However, periodically the agency will receive cash receipts (checks) directly in which case the following procedures are then performed.

The specified Account Clerk collects and opens the mail each day. Checks received are restrictively endorsed "for deposit only". The remittance voucher and any other documentation is date stamped. The Clerk attaches the check, the remittance voucher, and the accompanying documentation together, prepares a check receipt log, and forwards the package to the specified Account Clerk responsible for preparation of the deposit.

It is SFWIB policy to deposit all cash receipts on the same day of receipt. If for any reason a deposit is to be held overnight, the Account Clerk responsible for deposits will keep the deposit and checks in a locked drawer in his/her desk.

The Account Clerk codes each receipt by funding source and records them in the MIP accounting system as cash receipts session prior to submitting it to the Accountant II for review. The deposit date is used as the effective date. Coding is obtained from the Support Service Unit for refunds/chargebacks with adequate supporting documentation. In order to get this information, copies of all checks received for refunds/chargebacks from Service Providers or Training Agents are forwarded to the Support Service Unit. An Unposted General Ledger Report is generated for the cash receipts session. The report, along with the cash receipts package is given to the Accountant II for review and posting. The Accountant II reviews and posts the cash receipts session to the general ledger. The report is signed and dated by the Accountant II, SFWIB Finance indicating his or her review and posting of the transaction.

The cash receipts package is returned to the Accountant II for filing. The cash receipts package is filed in date order by month in the accounting department.

IV.D. CASH DISBURSEMENTS

Purpose: To establish policy and procedures for the disbursement of cash that provides for effective internal control.

Accounts payable cash disbursements are made by check or electronic fund transfer (EFT) and disbursed from the general operating account. An Account Clerk or an Accountant I in the absence of the Account Clerk prepare all AP checks -or EFT. Invoices/reimbursement requests become available for payment in the MIP accounting system after they have been entered, reviewed, approved, and posted (See Section VII.C. *Accounts Payable*.) Invoice/reimbursement requests and supporting documentation are forwarded to the Account Clerk after they have been posted in MIP. Checks and EFT are issued two times per week (for the most part Monday and Thursday). All checks require two authorized signatures. A staff member, not involved with the cutting of checks, must take the unendorsed checks to Miami-Dade Finance office to get them signed/stamped. EFT require dual approval.

The Account Clerk selects the invoices to be paid in MIP using the Activities Menu, [Check WritingAccounts Payable](#), Select A/P Invoices to Pay. The selected invoices are processed for payment by the Clerk in MIP via the Activities, Menu, [Check WritingAccounts Payable](#), Pay Selected Invoices. A Session ID is created for the check run, and the next available check number is entered into the system. He/she places the blank security check paper in the laser printer and prints the checks. An Unposted Transaction Report is printed for the check run after the checks have been printed.

The Clerk attaches each check to the supporting documentation (invoice, reimbursement request, purchase order etc.), and verifies that the amount agrees to the support. All invoices are then canceled with a PAID stamp to prevent duplicate payments. The checks and EFT payments, support and Unposted Transaction Report are forwarded to the Assistant Director of Finance for review, approval and posting of the check run. The Assistant Director of Finance initials each check in the bottom left hand corner of the stub as evidence of review process.

A memorandum is prepared detailing all the checks printed and EFT payments with their amounts and a certification statement is signed by the Assistant Director, Finance or the Assistant Controller and the Executive Director or the Assistant Director, Administration, in his absence.

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The Account Clerk then selects EFT payments that were approved in the internal memorandum, sets them up for approval in the Wells Fargo ACH Payment System, and informs the Assistant Director of Finance that the EFT payments are ready for approval. The EFT payments are then approved by the Assistant Director, Finance or the Assistant Controller and the Executive Director or the Assistant Director, Administration, in his absence (dual control).

The checks are then delivered to Miami Dade County Finance Department for payment. The checks are then returned to the Clerk to be prepared for mailing. The Clerk generates the check register in MIP, exports it to Excel, and modifies it to include columns for signature and date. A copy of the register is e-mailed to the Support Service Unit if the check run includes payment for support service expenditures. The stub at the bottom of the check is removed and attached to the supporting documentation. The check attached to the top stub is placed in the envelope with the necessary supporting documentation (vendor copy of invoice, service details report etc.) and separated into two groups: checks to be mailed and checks to be picked up. ~~The service providers and vendors are notified when the checks are being mailed out or available for pick-up in special circumstance by the Clerk.~~ A notation is made on the Check Register whether the check is to be mailed or will be picked up. The register is signed and dated by the individual that picks up the check. Only authorized individuals may pick up payments. Once the checks have been mailed or distributed, the Clerk files the check register in a binder by date and the invoices are stored in numerical consecutive order in the file room. After the completion of the annual audit, the files are labeled and sent to storage. Only authorized staff may enter and pull up checks from the file room.

It is the policy of SFWIB to pay Service Providers and Training Vendors with EFT and other vendors with paper checks. This policy is consistent with good internal controls and sound cash management principles. SFWIB will enforce the policy of mailing checks and only make exceptions when verifiable emergencies arise. Exceptions must be approved by the Assistant Director or the Assistant Controller.

The Account Clerk or Assistant Controller cancels all voided and spoiled checks by writing VOID across the check and tearing off the signature section in the bottom right hand corner if there is an endorsement. These voided checks are retained and filed in numeric order.

SFWIB does not maintain a separate payroll disbursement account. Miami-Dade County processes SFWIB's payroll, and is reimbursed by SFWIB for payroll expenditures via the general operating account.

A Check Request Log is maintained where anyone requesting a check package must sign out the check and return it within a reasonable amount of time at which time they would sign it back in.

IV.E. INVESTMENTS

Purpose: To establish the policies and procedures for investment transactions.

SFWIB does not currently utilize investment vehicles due to the nature of the funding it receives from the State of Florida (primarily cost reimbursement grants). Should the Board of Directors authorize the use of investment vehicles in the future, the following guidelines will be used.

The Executive Committee will be responsible for the research and recommendation of which investments to purchase and/or sell. Their recommendation will be made to the Board of Directors. Only investments that are of the type permitted by funding sources will be considered. In addition, the investment income and gains will only be used for the purposes authorized by laws, funding source regulations, and the Board of Directors.

All investment transactions will be recorded in the MIP accounting system in accordance with Governmental Accounting Standards. The investment transactions will be adequately supported by documents from independent

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sources (i.e. broker's confirmations, bank advices, etc.) and the Assistant Director, SFWIB Finance will maintain the following records:

- Description of the investment
- Date of acquisition and purchase price
- Interest/dividend/income rates and receipt dates
- Investment reconciliations (performed in MIP in the same manner as bank reconciliations. See Section *IV.F. Reconciliation of Cash*)

The Assistant Director, SFWIB Finance will be responsible for presenting a monthly review of the investment portfolio to the Executive Committee, including quality ratings, risk assessment, market value, and quarterly earnings or losses.

IV.F. RECONCILIATION OF CASH

Purpose: *To establish the monthly practice of reconciling all bank accounts.*

The bank statement is received by the Account Clerk in the department's mail. The Clerk date stamps the statement and forwards it to the Executive Director since he is independent of the receipt and disbursement of cash, and does not perform the bank reconciliation. At this time, the Executive Director reviews the bank statement for unusual items (large or unusual transfers, unusual debits or credit transactions), any unusual items that are detected are investigated further. Upon completion of the review, the Executive Director initials and dates the bank statement and forwards it to the Finance Administrator whose responsibility it is to reconcile it. (Due to time constraints, at times the bank reconciliation is prepared before the hard copy bank statement is received. The bank statement is printed out from the on-line bank program and reconciled. Once the hard copy bank statement is received and reviewed by the Executive Director, it is attached to the bank reconciliation and the approval process as outlined below is continued.)

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The Finance Administrator completes the bank reconciliation using the MIP accounting system's Bank Reconciliation Module by the 5th business date after the end of the month. The Administrator performs the following:

- ❑ Records any service charges, interest earned, NSF checks, or other miscellaneous items in the general ledger (if not previously recorded) by creating a Journal Voucher session in the MIP accounting system. The journal voucher is reviewed and posted by the Accountant II.
- ❑ Clears all checks in the accounting system that have cleared the bank, comparing amounts of the cleared checks on the bank statement to the amounts of the checks recorded in the general ledger
- ❑ Clears all deposits in the accounting system that have cleared the bank, ensuring the amounts of the deposits on the bank statement agree to the amounts recorded in the general ledger
- ❑ Confirm total deposits agree to the cash receipts logs.
- ❑ Clears any other cash items in the accounting system for any miscellaneous debit and credit items on the bank statement
- ❑ Investigates any irregular items including NSF checks, post dated checks, disputed items, unidentified receipts, and checks charged back by the bank
- ❑ Reviews actual copies of cleared checks by comparing the payee in MIP to the payee and endorsement on the copies of the checks. This is to prevent any fraudulent activity. The MIP copy of the cleared checks for the month & the bank copy of cleared checks are signed by the reviewer to confirm that each and every check has been reviewed.

The completed bank reconciliation is reviewed by the Assistant Director, SFWIB Finance, who then initials and dates the reconciliation to indicate his or her review. The reconciliation is returned to the Finance Administrator for filing. The Finance Administrator places the bank reconciliation, the bank statement, and any other supporting documentation (disk etc.) in the Bank Reconciliation Binder maintained in the accounting department.

Monthly, a copy of the monthly bank reconciliations is presented to the members of the Executive Committee for an independent review of the reconciliation.

The Assistant Controller with the help of an assigned Account Clerk on a quarterly basis investigates all checks outstanding for more than three

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months, to determine the reason they have not cleared the bank. A written (email/memo) notification is sent to the originator of the check request. The notifications are filed in folder "Stale Dated Check Research". If it is determined that the payee did not receive the check, a stop payment is placed on the check, and a new check is reissued. SFWIB adheres to Florida Statutes for disposition of unclaimed property. Under the State's unclaimed property statute, unclaimed property is turned over to the State once the agency holding period expires. Holding periods differ, based on the type of property.

IV.G. PETTY CASH

Purpose: To establish policy and procedures for the handling of petty cash that provides for effective internal control.

SFWIB maintains a \$250 petty cash fund in the finance department for emergency non-recurring use only. The fund is managed by a specified Accountant I and kept in a locked safe. The maximum amount per request for disbursement from the fund is \$50.

The fund is reconciled after each disbursement is made. Each request for petty cash reimbursement must be accompanied by supporting documentation (e.g. authorization from supervisor for making the purchase, receipt etc.). Upon receipt of the request, the Petty Cash Custodian completes the SFWIB Petty Cash Disbursement Form (PCD). The PCD is approved by the Assistant Director, SFWIB Finance or designee. The

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recipient of the cash signs the PCD form at “Received Payment”. The custodian replenishes it on an as needed basis, normally, when the fund balance reaches \$50 or less.

In order to replenish the funds, the custodian prepares a reconciliation of the fund. The supporting documentation is attached to the reconciliation. The custodian enters the reimbursement request in the MIP accounting system as an accounts payable transaction and prints out an Unposted Transaction Report. The Unposted Transaction Report is attached to the reimbursement package and presented to the Assistant Director, SFWIB Finance for review and posting in MIP. The Assistant Director, SFWIB Finance reviews, posts, and initials the package indicating his or her review and approval of the transaction. The approved package is forwarded to the Account Clerk for issuance of the reimbursement check (see *Section IV.D. Cash Disbursements*).

Periodically Petty Cash surprise audits are made to make sure the cash on hand equal supporting documentation of what is available.

IV.H. INTEREST

Purpose: To establish policy and procedures for the handling of interest.

Per Federal regulations, interest income on WIOA Title I programs, which include WIOA_Adult, Dislocated Worker, Youth, Job Corp and Veterans’ funding streams, are treated as program income and added to the WIOA grant. For all other funding sources, including TANF, FSET, Wagner-Peyser, UC, Trade Act and all state programs like Military Spouse, Florida Rebuilds, etc., interest income must be returned to the Grants Management Office, DEO, no less often than quarterly once SFW has reached the consolidate threshold of \$100. This also holds true for the DCF Refugee Program in which any interest earned is returned.

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On a quarterly basis, interest is allocated to programs based on the weighted average of cash on hand in the programs. Once the calculation is completed any interest income required to be remitted back to the DEO or DCF is returned and program income will be recognized for those grants that specifically request interest income to be classified as such. Program interest is taken into account when calculating weekly cash draws.

V.A. BUDGETING - PLANNING

Purpose: To establish the policies and procedures for planning the SFWIB's annual budget.

Annual budgets authorize and provide the basis for control of financial operations during the program year. Beginning in February, SFWIB receives planning estimates from the Florida Department of Economic Opportunity (DEO) of the funds it will be receiving for the next program year. At this time, the Assistant Director, SFWIB Finance prepares different scenarios of projected budgets for the coming year. SFWIB is required to maintain a balanced budget at all times. As a result, all scenarios prepared will reflect a balanced budget. The budget is divided into two main categories: program and administration. Approximately 90% of the funds are spent on program and 10% on administrative costs.

The line item budgets from different divisions are then sent to the Assistant Director, Finance for review and consolidation into the organization's annual operating budget. The Assistant Director, Finance reviews and consolidates the budgets making any necessary changes. Changes to the line item budgets are discussed with the appropriate Assistant Director. The consolidated budget is then forwarded to the Executive Director for review and discussion. Upon completion of the review process the Assistant Director, Finance finalizes the budget.

The proposed annual operating budget is then submitted to the Executive Committee for review and approval. DEO sends the Notice of Funding Available (NFA) for the new program year, finalizing the funding that SFWIB will receive for each funding source. The Board of Directors approves the final budget.

Once the final budget has been approved by the Board of Directors, it is SFWIB policy to request prior approval from DEO for specific costs and administrative requirements as mandated by the Final Guidance on Prior Approval Procedures for Selected Costs and Administrative Requirements (see Appendix G).

If the agency receives additional funding from DEO mid-year, the above process is followed to create the budget for the additional funding, and a budget revision is made to the agency budget.

V.B. BUDGETING - MONITORING

Purpose: *To establish the policies and procedures for monitoring the agency's annual budget.*

During the year each department head (program and administration) verifies that budgeted funds are available before approving all purchase orders and contracts. All purchase requisitions and contracts are presented to the Executive Director and Assistant Director, SFWIB Finance for budget approval before they are finalized. The Assistant Director, SFWIB Finance signs and dates the requisition/contract indicating the availability of budgeted funds.

As part of the monthly closing process, the Account Clerks and Assistant Controller generates actual vs. budget reports. The Account Clerks review and analyze reports for programs administered by them, and the Assistant Controller reviews agency-wide reports. Each Account Clerk signs and date his/her report indicating their review and analysis of the report. The reports are then forwarded to the Assistant Controller. MIP allows the user the option to include encumbrances and/or budgets in addition to actual expenditures. See Section *VII.B. Encumbrances* for further detail regarding recording encumbrances in the accounting system.

The budget variance reports are given to the Assistant Director, SFWIB Finance for final review. Copies of the budget variance reports are distributed to the Program and Administration Assistant Directors for their review. The budget variance reports are distributed to the Executive Committee at their monthly meeting.

If any line item budget adjustments are approved by the Executive Director, or if any budget category adjustments are approved by the Board of Directors, the Assistant Director, Finance records the adjustment to the original budget. Thus, if necessary, reports can be generated by either the original budget or the modified budget.

VI.A. REVENUE RECOGNITION

Purpose: *To establish the procedures for recognizing and recording revenues in the accounting system.*

As discussed in section IV.B. *Cash Receipts-OSMIS Draw Requests*, revenue related to funding sources provided by the State of Florida are recorded in the accounting system after the funds requested have been deposited in the general operating account. Receivables for these draw requests are not recorded during the year for two reasons: 1) the short amount of time between the draw request and the deposit of funds (5 business days), and 2) the likelihood that the entire amount will be collected since the funding is provided by the State. At month-end, however, receivables are recorded for any allowable costs incurred for which reimbursement has not been received as of the end of the month, in accordance with generally accepted accounting principles (GAAP).

Revenue entries for funds requested from the State through OSMIS are recorded in MIP by an Account Clerk after receipt of notification of the incoming transfer. The Assistant Controller reviews activities of the general operating account online daily and prints out copies of the statement for incoming transfers. The transfer received is agreed to the amount requested from the State. The bank statement is attached to a copy of the draw request from the State and used as supporting documentation for the cash receipt entry. The Account Clerk codes the receipt and performs the data entry in MIP. Upon completion of the data entry, an Unposted General Ledger Transaction Report is printed and attached to the supporting documentation. The package is given to the Accountant II for review and posting of the entry in MIP. The Accountant II reviews and posts the entry, then signs and dates the package indicating his/her review, approval and posting of the entry. The package is then filed where all GL entries are kept, in the Cash Receipts File.

Each month, SFWIB is required to reconcile the amount of funds drawn with expenditures made for each contract, and report the expenditures to the State of Florida in the OSMIS system. The procedures are further explained in the *Department of Economic Opportunity –One Stop Management Information System Financial Management Report Guide*.

In the annual financial statements, revenues are recognized one of two ways: 1) revenues and related costs under cost-reimbursement contracts are recognized as allowable costs when incurred, or 2) revenues and related costs under performance-based or fixed price contracts are recognized when performed, as defined by the individual contract terms. However for annual

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Financial Statement presentation, the performance-based revenues and expenditures are reported with a net effect of zero, offsetting AR or Def. Rev.

Revenue from funding sources (e.g. Department of Children and Families, DCF) that are invoiced are recorded when the invoice is processed and mailed.

VI.B. REVENUE SOURCES

Purpose: To recognize the revenue sources of the agency, including direct federal funding, pass-through funding from the Florida Department of Economic Opportunity (DEO), program income, donations, and other miscellaneous revenue.

The primary revenue sources of SFWIB are federal funding (the U.S. Department of Labor and the U.S. Department of Health and Human Services) passed through to Florida State Agencies:

Florida Department of Economic Opportunity DEO

- Welfare Transition Services (WTS)
- Workforce Innovation and Opportunity Act (WIOA)
- Wagner Peyser

Florida Department of Children and Families

- Refugee Employment Training Program (RETP)

In addition to the funding sources listed above, which are received on an annual basis, SFWIB periodically receives direct federal funding, or other pass-through funding, as they are made available to the State of Florida.

All of SFWIB's Service Providers are required to report program income at the end of each quarter during which the income was realized. Program income includes interest earned on any advances on the Contract, income generated as a result of use or fees charged for the rental of real or personal property, fees for services performed, conferences, the sale of commodities or items developed with contract funds, or from the participants' activities under the contract except OJT, or revenue in excess of costs earned by organizations other than commercial organizations.

WIOA regulations require that program income be added to the total Contract award and used to provide the same services as stated in the original Contract. Program income added to the Contract shall be done through the modification provisions of the Contract.

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Currently the agency does not receive any donations. However any donations received shall be recorded in the MIP accounting system in accordance with standards for recording contribution received.

Revenue received from other sources not described above is recorded in the MIP accounting system as miscellaneous revenue unless the amount is deemed material enough to warrant its own general ledger account.

VII.A. PURCHASING

Purpose: To establish policies and procedures for the purchase of goods and services separate from the selection of service providers.

The purchasing function for SFWIB is handled by the Administration Division. See the Administration Division Purchasing Policy for an overview of the policy. SFWIB staff responsible for purchasing merchandise is aware of the organization's purchasing policies.

At the beginning of the fiscal year the Finance Department provides the Administration Assistant Director and Program Managers with copies of their approved budgets. They are instructed to verify the availability of budgeted funds before authorizing any purchase or contracts.

All *Purchase Requisitions* and contracts are forwarded to the Finance Administrator or designee to verify budget availability before they can be finalized. Upon verification of budget, the Assistant Director, Finance signs the purchase requisition or contract, and forwards it to the Executive Director for final approval. ***The purchase request or contract does not become a legitimate document until it has been verified and signed by Finance & Executive Director.***

Once approved, the document is returned to Administration (purchase requisition only) or to Contracts. Following receipt of the approved *Purchase Requisition*, Administration will prepare a Purchase Order, place the order for the goods and services, and forward the Purchase Order to the appropriate accounting staff for processing.

Under SFWIB procurement guidelines, the procurement of all goods and services require an approved Purchase Requisition, Contract, or MOU prior to payment, with the following exceptions:

Personnel Costs.

- Authorization to hire staff is obtained by processing and approving a Request to Hire form. These forms must be approved by the requesting department manager, HR Manager, Assistant Director of Finance and Executive Director.
- Payroll taxes and County-approved employee benefits. These expenses are approved as part of the annual budget and do not require additional authorization prior to payment.

Travel

- Authorization to incur Out of Town Travel expenses is obtained by processing and approving a Travel Authorization form. These forms must be approved by the requesting department manager and the Executive Director.
- Authorization to incur Local Travel expenses is obtained by processing and approving a Travel Authorization form. These forms must be approved by the requesting department manager and the Executive Director.

Utilities

- Utility expenditures include electricity, telephone, internet communication, water and sewer, and garbage disposal. These expenses are approved as part of the annual budget and [require authorization for the Facilities Manger](#). ~~do not require additional authorization prior to payment.~~

Support Services

- Expenses related to participant training at vocational centers are supported by Individual Training Authorization vouchers (ITA's) sent to the Finance Department by the service providers, and thus the voucher itself will serve as the purchase requisition and purchase order for these services.
- Expenses related to client transportation and miscellaneous support services are supported by Check Request sent to the Finance Department by the service providers, and thus the check request itself will serve as the purchase requisition and purchase order for these services.

To ensure that expenditures that do not require the issuance of Purchase Requisitions are appropriately controlled, the Finance Department produces monthly budget performance reports for SFWIB headquarter and facility costs. These reports show expected and actual expenditure rates, and are forwarded to the responsible department managers for monitoring and budgetary controls. Significant budget overruns are brought to the attention of the Executive Director.

The following costs are unallowable costs, and therefore cannot be charged to any federal funding sources:

- Bad debt
- Contingencies
- Contributions and donations to others
- Entertainment
- Fines and penalties

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- ❑ Interest
- ❑ Fund-raising
- ❑ Lobbying
- ❑ Goods or services for personal use

In addition, the following costs are only allowable on specific prior approval of the funding source agency:

- ❑ Capital expenditures for land or buildings
- ❑ Insurance and indemnification expenses
- ❑ Participant support
- ❑ Pre-award
- ❑ Selling and marketing as indirect cost
- ❑ Publication and printing as direct cost
- ❑ Cost related to rearrangement and alteration of facilities

See OMB Circular A-87 for details on allowable and unallowable cost items.

LEASE VS PURCHASE

The Workforce Board shall avoid purchasing items that are not necessary for the performance of activities required by a federal award or as outlined in a specific grant award. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement. The analysis should only be made when both lease and purchase alternatives are available.

Some form of cost or price analysis shall be made for every procurement action. Price analyses may be made in various ways, including comparison of price quotations submitted or market prices. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability (2CFR part 215.45). The determination of the appropriate form of the cost or price analysis may depend on the nature and size of the procurement, but staff is encouraged to implement efficient and reasonable comparison procedures when submitting purchase requests for consideration. Cost/price analysis for routine supplies and replacement purchases may be performed and documented at the beginning of each year to identify vendors to be used for the entire year and such analysis does not have to be the result of pricing individual items, but may be the result of pricing totals per vendor.

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Documentation of the cost and price analysis associated with each procurement decision shall be retained in the accounts payable files along with any invoices received and payments made to each vendor.

VII.B. ENCUMBRANCES

Purpose: *To establish policies and procedures for recording purchase orders and individual training authorization vouchers (ITA's) as encumbrances in the accounting system.*

MIP accounting system used by SFWIB allows for the entry of encumbrances, which are maintained in an encumbrance ledger separate from the general ledger. This allows the accounting department to track obligated funds and decrease the chance for overspending.

Purchase orders, and contracts are received from the procurement unit or the program department. Upon receipt of an approved blanket purchase order or contract (see section VII.A. *Purchasing*), the Account Clerk enters the encumbrance into the MIP accounting system using the six (6) segment general ledger code on the document.

New vendors are created in MIP prior to entering the encumbrances. An IRS Form W-9 (Request for Taxpayer Information Number and Certification Form) must be received from each vendor prior to establishing the vendor in the system. The general ledger code identifies the appropriate expenditure to be charged (e.g. funding source, program etc.). Unposted transaction reports are generated for all encumbrance entries. The reviewer (Assistant Controller or Accountant II) posts the transaction and signs the Unposted Transaction Report indicating their review and posting of the transaction. The encumbrance is then available for liquidation in the Accounts Payable module upon receipt of the invoice.

As a result of entering encumbrances into the system, expenditure reports can be produced from MIP to include encumbrances, providing for better control over outstanding obligations. Periodically, at minimum, once a year, the Account Clerks print Aged Encumbrance reports (for programs administered) and review the outstanding encumbrances. Encumbrances over three months old are reviewed and liquidated if it is determined that the expense will not be incurred.

VII.C. ACCOUNTS PAYABLE

Purpose: To establish policies and procedures for the accounts payable function.

The Account Clerk collects incoming mail from the Administration Office. The Clerk opens, date stamps and sorts the mail and logs it in. Vendor invoices are given directly to the Clerks responsible for the account. The accounting staff is assigned different invoices e.g. headquarters, and one-stops. They review the invoices to ensure that it is not a duplicate invoice or a customer statement. Duplicate invoices are destroyed and customer statements are filed separately for review. Unpaid vendor invoices are maintained by the respective staff until processed for payment. Invoices are processed within fifteen (15) business days of receipt or earlier.

Upon receipt of an original vendor invoice, the invoice is matched with the approved purchase requisition, purchase order, contract, or other supporting documentation, as deemed appropriate. SFWIB has two types of purchase orders: Blanket, and Regular purchase orders. Processing procedures for invoices differ for all purchase orders and annual appropriations.

- Blanket Purchase Order - Invoices received must be approved by the department or office receiving the merchandise. Invoice approval serves as evidence of receipt of the goods or services. These purchase orders are normally used for equipment leases, temporary staff, rentals etc. Timesheets must be received by the Account Clerk before payments can be processed for temporary staff.
- Annual Appropriations - Utility expenditures include electricity, telephone, internet communication, water and sewer, and garbage disposal. These expenses are approved as part of the annual budget and do not require a purchase order prior to processing for payment. Invoices for these expenditures must be approved by the Facilities Manager~~Assistant Director of Administration of designee~~ prior to payment.
- Regular Purchase Order - It is for individual items, Invoices received must be approved by the department or office receiving the merchandise. Invoice approval serves as evidence of receipt of the goods or services. Invoices for professional service contracts must be approved by the department receiving the services to verify that the service has been performed in accordance with the contract

Upon receipt of all approval and supporting documentation the following procedures are performed:

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- Review the invoice for mathematical accuracy.
- Review the invoice to ensure that it does not include taxes (SFWIB is a governmental agency as a result it is exempt from paying sales taxes). A copy of SFWIB's tax exempt certificate must be forwarded to all vendors whose invoice includes taxes, and a corrected invoice requested.
- Review the invoice for late fees and past due amounts. All late fees and past due amounts must be researched and an explanation made on the invoice. If past due amount has been paid, write in check number next to amount.

After completion of the review process, the invoice is entered into the MIP accounts payable module against the encumbrance. **NOTE: Invoices totaling more than the available encumbered amount must be approved (signed and dated) by the Assistant Director, SFWIB Finance or designee prior to entry in MIP, or a change order is generated.** If an encumbrance was not entered, the invoice is entered as an accounts payable transaction along with the PO and relevant supporting documentation. Accounts payable transactions are entered in the MIP accounting system in batches called sessions. Once all invoices have been entered into a session, the Account Clerk prints an Unposted AP Transaction report, places it on top of the unpaid vendor invoices and gives the package to the Accountant II or Assistant Controller, in his absence, for review.

The Accountant II reviews the package ensuring that costs are appropriately assigned to program or administrative cost categories, and direct program expenditures are not charged to cost pools. The Accountant II reviews all the fields that include the payee, invoice #, coding, amount, dates of the invoices, and posts the transaction in MIP if the information is accurate. The report is signed and dated to indicate the Accountant II's review and posting of the transaction. The package is returned to the responsible staff to be corrected if any errors are noted.

The review process for ITAs is completed by the Accountant II or Assistant Controller which follows the same procedure described above. Coding is reviewed by the Finance Administrator.

Checks or EFT are then cut in accordance with the cash disbursement procedures outlined in *Section IV.D. Cash Disbursements*.

If on the current invoice an outstanding amount is pending and it is determined that it has not been paid, staff will notify the vendor, request a second invoice, investigate the reason the payment was missed, and make prompt payment if deemed appropriate.

Original vendor invoices are filed together with check stubs in the accounting department by the Account Clerk responsible for this function. The Account Clerk maintains a log of original invoices removed from the department.

VII.D. SERVICE PROVIDER PAYMENTS

Purpose: To establish policies and procedures for processing payments to service providers.

SFWIB contracts annually with Contractors (Service Providers) to perform workforce development services. Copies of these contracts are kept on file in the accounting department. Service Providers receive payment from SFWIB by submitting monthly requests for reimbursement. Service Provider Payments are processed only after receipt of a fully executed contract and an approved budget. At the end of the contract, Staff sends reminder notice to Service Provider that the contract has expired and the financial close out package is due within 30 days. The Service Provider is informed that reimbursement requests received after the close out period will not be reimbursed.

COST REIMBURSEMENT CONTRACTS

Reimbursement Requests are submitted on an Invoice ~~the Request for Reimbursement~~ Forms ~~(summary and detail)~~ developed by SFWIB. Supporting documentation (copies of payroll register and detail general ledger) must accompany each Service Provider's request for reimbursement. Request for Reimbursement packages are delivered to SFWIB reception area by the Service Providers or mailed in. Upon delivery of the Request, the messenger logs the package in the Service Provider's Invoices log maintained in the reception area and date stamped. ~~The package is then placed in the Accounting Department bin.~~ The request for reimbursement package is picked up from the reception area by the responsible staff who will check to see if it is a complete package. Those reimbursements mailed in are picked up from the ~~or~~ mail room ~~for those coming in via US mail by the~~ and distributed by the ~~Account Clerk who distributes them~~ to the responsible staff.

All packages must be reviewed and processed within fifteen (15) business days of receipt by the responsible staff as is stated in per the terms of the contract, as long as the packages are accurate and complete. If there is missing documentation, errors, omissions, or questions, then it is the Clerks

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responsibility to keep documentation as to why the package was delayed payment.

The responsible staff reviews the request for reimbursement performing the following procedures:

- Verify budget availability. Request cannot be processed if budgeted funds are not available.
- Verify that supporting documentation is attached, and that it agrees to the information provided on the request for reimbursement.
- Verify that the request for reimbursement agrees with the payment terms of the contract.
- Check mathematical accuracy of the request for reimbursement.
- Verify that the request is approved by an authorized signatory. Authorized signatories are listed on the Signatory Form included in the contract agreement.
- Compare year-to-date actual expenditures paid by SFWIB to the budget to determine if spending is reasonable e.g. on a one year contract approximately 50% spent for the first six (6) months.

Upon successful review of the request for reimbursement, staff codes and enters the request in the MIP Accounts Payable Module. Staff prints out the Unposted General Ledger Transaction Report, [reviews and initials it](#), attaches it to the package, and submits it to the Accountant II for review and posting.

The Accountant II reviews the package, posts the transaction in MIP, signs the unposted transaction report indicating his/her review and posting of the transaction.

NOTE: The Service Providers are contacted if the packages are incomplete, incorrect or if budgeted funds are not available. The packages are returned if the problem cannot be resolved.

PERFORMANCE BASED CONTRACTS

The request for payment package on a performance based contract is delivered and stamped in the same manner as the cost reimbursement contracts (see above). Performance [information is first reviewed by the Program Manager and then approved by the Executive Director. Once the approvals are completed, payment information is available and an invoice should be submitted for payment along with contractually required supporting documentation.](#) ~~-based contracts are placed in the bin for the Contract Manager. The Contract Manager reviews and approves the package for payment. Upon completion of the review and approval process,~~

~~the Contract Manager forwards the package to the respective accounting staff for processing of the payment.~~ Staff reviews and processes the package using the procedures listed above. Request for payment on a performance based contract must include certification from the Service Provider that they have achieved the performance, data verifying the performance was achieved, and approval by the Contract Manager.

VII.E. EMPLOYEE TRAVEL

Purpose: *To establish policies and procedures for the authorization of employee travel.*

South Florida Workforce adheres to Miami Dade County Travel Policies and Procedures Manual. However Florida Statutes section 445.007 (10) and section 112.061, Florida Statute supersedes any procedures that may conflict. Because SFWIB is a governmental entity, the methodology in the Florida Statute is adhered to but the county's rates are applied

OUT OF TOWN TRAVEL

Out of town travel is approved in advance by an employee's department director and/or Executive Director and documented on the Metropolitan Dade County Travel Request Form. A copy of the approved travel request form is then forwarded to the Account Clerk. All SFWIB staff, are County employees. As a result, SFWIB adheres to the County travel policy. All employees requesting reimbursement for automobile related expenditures are required to complete the Driving Rules Form, submit a copy of their driver's license, and insurance must be kept current.

Travel costs include: transportation to and from the location of the event, lodging, meals, and related expenses. All expenditures are reimbursed based on the county rate. Employees are advised to request the government rates when making a reservation for lodging.

Within 30 days after the completion of the travel assignment, the employee completes the Metropolitan Dade County Travel Expense Form, attaches the

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receipts along with the approved travel request form and submits the package to the Executive Director's secretary for typing. The secretary types the form, obtains the necessary signatures, and verifies that the receipts are attached. The completed form and supporting documentation is forwarded to the Account Clerk responsible for processing Headquarters expenditures.

Prior to reimbursement of the travel expenses, the Account Clerk performs the following procedures: compare the travel request to the travel reimbursement voucher, verify that all expenditures are supported with receipts, verify that valid copies of the employee's drivers license and insurance card are on file in the department, and code the request. Travel expenditures are coded based on the employee's payroll allocation unless otherwise noted on the request form.

The Account Clerk enters the request in MIP's Accounts Payable Module, prints out an Unposted Transaction Report and forwards the package to the Accountant II for review and posting of the transaction. The Accountant II reviews and posts the transaction in MIP, signs and dates the Unposted Transaction Report indicating his/her review and posting. The reimbursement request along with supporting documentation is forwarded to the Account Clerk for processing of the check (*See Section IV.D –Cash Disbursement*).

Employees without available personal credit are allowed to request an advance for up to 80% of the estimated total of the out-of-town travel.

LOCAL TRAVEL

The SFWIB is required to abide by Florida Statute 112.061 which stipulates that mileage claimed must be from point of origin to destination based on the official DOT highway map. If DOT miles are not determinable, then vicinity miles may be used. The travel request form does not have to be completed for local travel. However, the METROPOLITAN DADE COUNTY-MILEAGE RECORD form needs to be completed for all travel reimbursement requests for the use of an automobile. In addition a Class C Travel Authorization Form must be kept on file. Local travel includes all business related travel within Metropolitan Dade County and Monroe County. Employees classified as Executive Employees receive a monthly travel allowance and, as a result, they do not receive reimbursement for local travel. Local travel reimbursement requests are processed by the Account Clerk responsible for processing Headquarters expenditures. The procedures are the same as those used for out-of-town travel (see above).

VII.F. FUND CLOSEOUT PROCEDURE

Purpose: *To document and implement internal controls to ensure funds are liquidated within the grant's period of availability ~~as required under OMB A-133.~~*

The Cash Request Worksheet keeps track of all funding sources including the total amount of funds granted, the grant period of availability, the amount of funds requested to date, and the balance available. This worksheet is analyzed and edited on a weekly basis and is the first internal control to ensure funds are liquidated within the grant's period of availability as it states the grant's termination date.

Once the grant period has ended, the segment "Fund" in the MIP system is changed from "Active" to "Inactive" status. This allows the accountant to continue to use the Fund but it gives a message warning to the accountant that the Fund is inactive. This is a red flag for the accountant who must determine if the expenditure pertains to the inactive Fund and the funding period. If it does, the system will still allow posting to an "Inactive" Fund.

There is another level of review when the Accountant II or the Assistant Controller reviews and determines if the correct fund has been used, and ultimately posts the transactions.

After the 45 or 60 day closeout period, a closeout report is automatically generated in the OSMIS system. The Assistant Controller then produces an MIP expenditure report and compares the expenditure amounts to those in

the Close-out report. Discrepancies are researched and resolved. Following resolution, the ~~Assitant~~Assistant Controller forwards the closing OSMIS report, along with copies of the MIP report, and informs the Assistant Director that the Close-out report is ready for a final review and approval. The Assistant Director then reviews the documents and electronically approves the close out in the OSMIS system and returns it to the Assistant Controller to make adjustments into the MIP system if necessary and filing.

VII.G. INDIVIDUAL TRAINING ACCOUNTS

***Purpose:** To establish the policy and procedure that define those costs that qualify as allowable ITA expenditures for the purpose of the requirement that 50% of the WIOA Adult and Dislocated Worker funding passed through to RWBs are allocated and expended on qualified ITA costs. In addition, this section addresses the policy and procedures for seeking waivers from the ITA reserve requirement*

BACKGROUND

Chapter 445.003 Florida Statutes requires that:

1. At least 50 percent of the Title I funds for Adults and Dislocated Workers that are passed through to regional workforce boards shall be allocated to and expended on Individual Training Accounts unless a regional workforce board obtains a waiver from CareerSource Florida. Tuition, books, and fees of training providers and other training services prescribed and authorized by the Workforce Innovation and Opportunity Act of 1998 qualify as an Individual Training Account expenditure, as do other programs developed by regional workforce boards in compliance with policies of CareerSource Florida.
2. Effective July 1, 2012, authorized ITA expenditures may only include tuition, books and fees of training providers and "other training services" prescribed and authorized by the Workforce Innovation and Opportunity Act.

To implement this requirement, the State of Florida established a State ITA cost category within the OSMIS financial reporting system. Five sub-cost categories are also established:

1. Occupational skills training.

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- Classroom training through eligible training providers.
 - 2. Other Workforce Innovation and Opportunity Act (WIOA) specified training services and activities
 - On-the-Job Training (OJT)
 - Programs that combine workplace training with related education, which may include
 - Cooperative education programs
 - Work-place training programs operated by the employer
 - Skill upgrading and retraining
 - Entrepreneurial training
 - Job readiness training
 - Adult education and literacy activities in combination with the previous services
 - Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
 - 3. Work Experience and Internships (WE&I)
 - Subsidized employment and other employer provided training activities.
 - 4. Training Program Management (TPM)
 - Staff costs directly related to developing, implementing, or coordinating authorized training programs (not services to individuals) identified in bullets 1-3 above. Also included is any staff costs associated with developing, implementing, or coordinating regional training for eligible clients participating in training programs leveraged through other grants. "Other grants" may include US Department of Labor, Temporary Assistance for Needy Families and Pell grants. Staff costs are limited to salaries and benefits.
 - 5. Training Case Management (TCM)
 - Staff expenditures directly related to case management and job placement services for clients in training (not clients seeking training). This includes staff expenditures associated with the provision of support services to individuals while they are in training. Staff costs are limited to salaries and benefits.

Supportive Services costs related to the above cost categories are not included in the State ITA definition and are not to be included in the expenditures reported under State ITA cost categories.

SFWIB allocates (budgets) a minimum of 50% of the Adult and Dislocated Worker formula funds that it expects to expend each state fiscal year (July-June). This allocation must equal the carry-forward (estimated or actual when available) as well as that portion of any new allocation budgeted for the current year. The required minimum allocation of 50% of funds to be expended in the fiscal year is reflected in the budget that is submitted to WFI for review no later than two weeks after the chair approves the budget.

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SFWIB reports expenditures in each of the five specified sub-cost categories that will then add up to the State ITA cost category. Expenditures are reported monthly in the One-Stop Management Information System (OSMIS). SFWIB maintains appropriate records to support their OSMIS expenditures reported along with documentation of the methodology utilized to cost allocate any salary and fringe expenditures.

Ch. 2012-29, L.O.F., preserved the option for the state board to grant a waiver from the ITA reserve requirement. The DEO guidance paper on ITA provides specific information of the process that must be followed to request such waivers.

PROCEDURES

Effective with FY 2012/13, Service Providers are required to maintain appropriate records to support the expenditures reported under the ITA cost categories, along with documentation of the methodology utilized to cost allocate any salary and fringe expenditures not supported directly by personnel activity reports. The invoice form that providers use to request reimbursements from SFWIB is designed to capture this information.

SFWIB staff report monthly their work time allocation monthly on the Personnel Activity Report (PAR). The PAR includes ITA cost categories for Training Program Management & Training Case Management. Information reported on the PARs is then summarized and used to allocate SFWIB staff payroll, as described in more detail in Section VIII, B of this manual

The Service Account Management System (SAMS) is also designed to separately capture the ITAs Cost Categories: Occupational Skills Training, OJT, EWT, and Paid Work Experience. ITA expenditure information in SAMS is electronically uploaded into MIP. The Assistant Controller periodically reviews the mapping of SAMS service codes to the MIP GL account number in order to ensure appropriate coding and reporting.

VIII.A. NEW EMPLOYEE AND CHANGE IN EMPLOYEE STATUS PROCEDURES

Purpose: To establish policies and procedures related to new employees as well as a change in status of current employees.

SFWIB's human resource functions are performed by its Human Resource Department. Under the Inter-local agreement with the Miami-Dade County (The County) SFWIB uses the County's Human Resource policies. New employees of SFWIB are hired by the County's Human Resource Department. All SFWIB staff are County employees and receive the same benefits as other County employees. As a result SFWIB payroll is processed by the County. SFWIB reimburses the County for its payroll expenditures. See the Human Resource Department Policies and Procedures for additional detail on the process.

Upon the hiring of a new employee, the Human Resource Department notifies the Assistant Director, SFWIB Finance and the Assistant Controller of the employment. Human Resources also notifies the Assistant Director, Finance and the Assistant Controller in writing of terminations, department and salary changes-. The Assistant Director, SFWIB Finance forwards the notification to the accounting staff responsible for processing of the payroll reimbursement to the County.

There are cases in which SFWIB uses a temporary employment agency to hire certain positions. These employees do not receive benefits.

VIII.B. PAYROLL PROCESSING PROCEDURES

Purpose: To establish the procedures for processing and recording the biweekly payroll.

Through the Inter-local agreement, SFWIB adheres to the County personnel policies and procedures. As a result all SFWIB staff are County employees. Payroll is processed biweekly by the County. The payroll is processed on a two week lag. Each employee completes the Electronic Payroll Attendance Record (ePAR) and the department supervisor for their division approves it electronically. Final approval for the agency is made by the Executive Director electronically.

Leave and/or overtime must be supported by application for leave or overtime requests that have been approved by the Department Head and/or the Executive Director. Approved leave and overtime earned are indicated on the ePAR.

On Wednesday or Thursday before payday the accounting staff responsible for processing the payroll entry receives an e-mail of the Payroll Interface from the County. On Friday (Payday) the accounting staff collects the hardcopy payroll register from the Human Resource Department. The interface, the payroll register and the invoice from the County are reconciled to verify the amount billed by the County. Disallowed charges are deducted on the reconciliation. Disallowed charges could result from an employee that has changed departments and the County records have not been properly updated. The payroll register lists the gross pay, all deductions and withholding items, and the net amount paid for each employee. The reconciliation is forwarded to the Assistant Controller for review and approval.

~~The human resource department forwards direct deposit vouchers, if requested by the staff, and any live checks to each department head for distribution on payday (Friday).—~~Direct deposits are made into each employee's account on Thursday evening prior to the Friday payday.

The accounting staff responsible for processing payroll enters payroll data from the ~~interface-FAMIS report~~register into an excel spreadsheet that distributes the expenditure into the proper coding to be entered into the general ledger. Each employee's payroll costs are recorded in the programs

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in which their work is attributable as indicated in their monthly timesheet. The payroll costs of those whose total time is not directly attributable to a specific grant program are charged 100% to [administration indirect](#), training program management, training case management, or program cost pools or a combination of these. The cost pools are allocated monthly by the Finance Administrator or the Assistant Controller using the percentages derived from the cost allocation plan (*See section XI.B. –Cost Allocation Plan*) [and the Indirect Cost Proposal](#).

An Accounts Payable transaction is prepared from the excel spreadsheet and entered in the MIP accounting system to record the expenditures and process reimbursement to the County. This entry is made by the Account Clerk on a monthly basis after the payroll register reconciliation has been reviewed and approved by the Assistant Controller. Upon completion of the entry, an Unposted Transaction Report is printed, [reviewed, initialed](#), and given to the Assistant Controller, who reviews the report for accuracy of coding and posts the transaction in MIP. The Assistant Controller signs the report to indicate his/her approval and posting of the transaction. The supporting documentation is then returned to the Clerk for processing of the payment to the County. Reimbursement to the County is made on a monthly basis.

All W-2 forms and quarterly 941 forms are processed and filed by the County.

The leave balances for each employee are maintained by the County. Employees accrue personal leave time based on the number of years they have worked for the County, as documented in the County's personnel policy manual.

VIII.C. PAYROLL LIABILITIES

Purpose: *To establish the procedures for recording all liabilities associated with payroll.*

The payroll entry processed by the Account Clerk (*See Section VIII.D. Payroll Processing Procedures*) records the payroll entry as an accounts payable transaction in the MIP accounting system. A liability is recorded for the reimbursement to the County.

The Account Clerk is then responsible for processing payment to the County, using the procedures in *Section VII.C. Cash disbursements*.

Employees accrue personal leave time at varying rates based upon their length of employment with the County. If an employee transfers from SFWIB to another County department, their leave balance is transferred with them to the other department. However if an employee leaves (terminates employment) SFWIB, their remaining leave balance is paid to them in accordance with the County's policies. At end of each fiscal year, the Assistant Controller, obtains a report-Payroll and Attendance record & Accrued Leave Liability Report from the County, which helps calculate the liability for compensated absences and records the expense and liability as needed.

VIII.D. EMPLOYEE ADVANCES

Purpose: To establish policy regarding employee payroll advances

Employee advances are not considered an ordinary, necessary, or reasonable cost for the administration of a federal grant. Thus, it is determined to be an unallowable cost. Therefore employee advances are strictly prohibited.

IX.A. DEBT & OTHER LIABILITIES

Purpose: *To establish policies and procedures for the accounting of debt and other liabilities.*

Due to the nature of the funding sources SFWIB receives from the State of Florida (primarily cost reimbursement grants); it is highly unlikely that the agency will incur debt or other long-term liabilities.

The Board of Directors must authorize all borrowings. Borrowing funds from one program or funding source is strictly prohibited. If any debt agreements are entered into, they are kept on file in the accounting department and updated for any changes. The following information is noted in the file:

- Description of the debt
- Source of the debt
- Maturity date
- Interest rates
- Debt-service dates
- Collateral
- Any other information needed to adequately monitor the debt

This information is reviewed on an annual basis to ensure compliance with debt agreement restrictions and procedures.

The Assistant Director, SFWIB Finance records the debt transaction in the MIP accounting system as a long-term liability. Interest and principal payments are made and recorded in agreement with the terms of the debt covenant using the Accounts Payable Module.

IX.B. FUND BALANCE / NET ASSETS

Purpose: To establish policies and procedures for the accounting of fund balance/net assets.

Net assets and fund balances are recorded and reported in accordance with governmental accounting standards. Net asset and fund balance classifications are reviewed by SFWIB auditors during the annual audit process.

The MIP accounting system automatically closes all revenues and expenses to the fund balance and net assets account during the year-end closing process.

X.A. ACQUISITION, CONTROL AND DISPOSITION OF FIXED ASSETS

Purpose: To establish policy and procedure for the acquisition, control and disposition of fixed assets.

Acquisition, control, and disposition of SFWIB's fixed assets are managed by the SFWIB's Administration Division. See the Administration Division purchasing and capital inventory management policies and procedures for the detail policies and procedures regarding fixed assets. SFWIB uses Qnetel software to control and perform annual depreciation of fixed assets.

ACQUISITION

Prior to the acquisition of any fixed asset, the requisition is submitted [by to](#) the requesting Finance Administrator for budget availability verification. The Finance Administrator signs and dates the requisition indicating his verification of budget availability and approval of the general ledger coding. If the requisition is not coded with the appropriate general ledger code, the code is entered during the budget verification process. Final approval is [sought](#) from Assistant Director, SFWIB Finance and the Executive Director. Upon approval, the requisition is returned to the requesting division Director for completion of the acquisition process.

Tangible individual items purchased in the amount of \$[5,000](#) or more ([starting 7/1/15, \\$1,000 prior to](#)) are recorded in the Fixed Asset Acquisitions expense account in MIP. This allows SFWIB to report items as expenditures in order to be reimbursed by the funding source for the cost incurred to purchase the item(s). Maintenance and repairs made to equipment and property are charged to expense as incurred. The Inventory Specialist signs and dates a copy of the invoice to indicate receipt of the copies. The copy received by the Inventory Specialist is then used to update the fixed asset system.

All assets are recorded in the general ledger at cost. Any donated property or equipment is recorded at its fair market value on the date it is received.

DISPOSITION

The Finance Department is responsible for removing the cost and related accumulated depreciation from the general ledger when the fixed asset is

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sold or otherwise retired. The resulting gain or loss, if any, is recorded as a revenue or expense, respectively. The detail information regarding the disposal is received from the Administration Division annually (year-end). This information is reviewed by the Assistant Controller for reasonableness and accuracy of calculation. The disposal entry is recorded as a net entry in MIP. The entry nets disposal, addition and depreciation against the balance sheet accounts. Supporting documentation for the entry is given to the external auditors for review on an annual basis.

X.B. DEPRECIATION

Purpose: To establish the procedures for recording depreciation of the agency's fixed assets.

SFWIB uses the County's fixed assets' useful lives policy for calculating depreciation. See the Administration Division Capital Inventory Management Policies and Procedures for the policy. Depreciation is calculated using the straight-line method over the estimated useful lives. Depreciation calculations are performed by the Assistant Controller, using the fixed asset system. Depreciation expense is entered in the accounting system as a net entry with additions and disposals to capital assets and investment in fixed assets. Both accounts are balance sheet accounts. Fixed assets are recorded in accordance with Governmental Accounting Standards Board standard # 34 (GASB 34). The Assistant Controller enters the transaction through a Journal Voucher Session, prints out an Unposted Transaction Report and forwards the package to the Assistant Director, SFWIB Finance for review and posting. The Assistant Director, SFWIB Finance reviews and posts the transaction ~~and returns the package to the Assistant Controller for filing in the Journal Voucher cabinet~~. The package is signed by the Assistant Director, SFWIB Finance indicating his or her review of the transaction. The calculations are reviewed by the external auditors annually.

XI.A. DETERMINING BASIC COST CATEGORIES

Purpose: *To establish the procedures for determining whether costs are classified as Direct or Indirect and Programmatic or Administrative.*

Costs can be grouped into categories for the purpose of discussing cost allocation. The following is a brief description of each of these categories:

Direct Costs

Direct Costs are costs that benefit a single funding source. Examples of assignable direct costs that are charged to the program include:

- Compensation paid to employees whose time is devoted specifically to the fulfillment of a particular program objective (for example, the adult education program staff providing basic skill instruction at the One-Stop)
- Costs of pre-approved items such as equipment, consultants, and subcontractors for performance of services specifically for the program
- Costs of any materials purchased specifically for a particular program

Shared Costs

These costs cannot be readily assigned to a final cost objective; therefore, they are initially charged to an interim cost pool and subsequently allocated to final cost objectives. Examples of cost pools include:

- One-Stop Management Cost Pool (salaries, supplies, and travel related to the oversight of direct services to clients)
- Facilities Cost Pool (rent, utilities, telephone, security, and janitorial services)

Administrative Costs

Administrative costs are direct or shared management expenses of an entity for staff, space, and other costs that benefit more than one cost objective and are not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. These costs include RWB oversight expenses.

For additional guidance, please refer to Appendix G: Final Guidance on Cost Allocation Plans for Regional Workforce Boards dated July 27, 2005

XI.B. COST ALLOCATION PLAN

Purpose: To establish the method in which the agency allocates costs.

See the most recent approved plan.

XII.A. MONTH-END CLOSING PROCEDURES

Purpose: *To establish the procedures for performing month-end closings of the accounting records.*

The following steps are completed each month to close the accounting records and generate monthly reports:

- The accounting staff ensures that all expenditures have been entered in the accounting system for the month.
- The Assistant Controller ensures that all revenue has been recorded in the accounting system for the month.
- The Assistant Controller ensures that all journal vouchers have been entered in the accounting system for the month.
- The Accountant II verifies that all expenditures have been entered into the accounting system, reviews and post all unposted transactions.
- The Assistant Controller ensures that the accounts payable sub-ledger agrees to the accounts payable control account.
- Designated staff completes the bank reconciliation for all cash accounts utilizing the Bank Reconciliation Module in MIP.
- Each staff reviews the statement of revenue and expenditures of programs administered by them for large variances, unusual items, errors, and records any adjusting or correcting journal vouchers, if needed.
- The Assistant Director, SFWIB Finance and Assistant Controller review and analyze the general ledger and trial balance for any unusual items, and records any adjusting or correcting journal vouchers, if needed. They also reconcile balance sheet accounts if needed.
- The Assistant Director, SFWIB Finance, Assistant Controller, and Finance Administrator perform and/or monitor the cost allocation utilizing the Cost Allocation Module in MIP.
- The Finance Administrator performs the monthly expenditure reporting to the State through OSMIS (see reporting procedures at the end of this section) which is reviewed and approved by the Assistant Director, Finance or the Assistant Controller.

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- The Assistant Director, SFWIB Finance and Assistant Controller generate the monthly management reports (year-to-date statement of budget versus actual expenditure, statement of revenue versus actual expenditures) for each funding source and for the agency. The reports are given to the Executive Director for review and presented at the committee meeting and the Board Meeting. They are put together by assigned staff and later reviewed and analyzed.
- The Assistant Director, SFWIB Finance or Assistant Controller updates the date restrictions in the MIP Administration module to prohibit users from making entries into a prior closed period and prohibit entry into any future fiscal periods.

MONTHLY REPORTING REQUIREMENTS

- SFWIB Monthly Management Reports – Due on or before the 25th of each month.
- State Monthly Expenditure (via OSMIS) Reporting – Due on or before the 20th of each month.
- .
- SFWIB Monthly Financial Report to Board (Budget vs. Actual)

QUARTERLY REPORTING REQUIREMENTS

- DCF-Quarterly Program Report (Budget vs. Actual)

PROCEDURES FOR PREPARING STATE MONTHLY REPORTING

- Verify that all month end closing procedures (cost allocation, reconciliations etc.) have been completed.
- Print year to date Statement of Revenues and Expenditures by Funding Source reports from MIP accounting system.
- Review MIP statement of revenue and expenditure report for reasonableness.
- Print year-to-date Financial Report Summary by program and year from OSMIS to determine amounts previously reported.

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- Calculate the difference between current period actual expenditures on MIP report and accrued expenses recorded in OSMIS (Financial Report Summary). The difference represents current month's expenditure to be recorded in OSMIS.
- All adjustments and reclassifications to the MIP reports to obtain the current month's expenditures to be reported in OSMIS must be documented. Supporting documentation or explanation for the adjustment or reclassification must be attached to the MIP report.
- Using the OSMIS cost categories, input current month expenditures into the system by program. For details of the OSMIS cost categories and data entry instructions see *the Department of Economic Opportunity One Stop Management Information System Financial Management Report Guide*.
- Save the transaction and print a copy for the files. Print an updated copy of the Financial Report Summary.
- File all documents in the OSMIS Reporting Folder for the month. The folders are kept in the accounting department OSMIS Reporting Cabinet.

The above procedures are conducted by the Finance Administrator and reviewed by the Assistant Controller or the Assistant Director, Finance.

XII.B. YEAR-END CLOSING PROCEDURES

Purpose: To establish the procedures for closing the accounting books at the end of the fiscal year.

The following steps are completed at the end of the fiscal year in order to close the accounting books and prepare for the annual financial audit:

- The Assistant Director, SFWIB Finance notifies all departments of the last date to receive supporting documentation for expenditures incurred during the fiscal year.
- The Assistant Director, SFWIB Finance notifies all service providers and training agents of the last date to receive invoice and supporting documentation for expenditures incurred during the fiscal. A report is received from SAM's of all outstanding obligations (vouchers issued etc) in the system. The service provider/ training agent is sent the Outstanding Obligation Report from SAM's and requested to review, and notify SFWIB finance department of the items for which invoices will be processed. The Finance Department will liquidate all obligations that will not be invoiced at a later date after the closing. Obligations that will be invoiced will be accrued by the finance department.
- The Assistant Director, SFWIB Finance or the Assistant Controller updates the date restrictions in the MIP Administration module to warn user of entries made into the prior fiscal year and prohibit entry into any future fiscal years.
- The accounting staff reviews the encumbrance report to determine outstanding purchase orders that should be recorded as liabilities.
- The Assistant Director, SFWIB Finance and the Assistant Controller is responsible for ensuring that the accounting staff records all transactions on the accrual basis of accounting at year end. Transactions paid after June 30 are identified and properly recorded in the period they are incurred, not paid.
- The Accountant reviews the dates of the payroll to determine whether a material amount of the pay period should be accrued into the correct fiscal year.

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- The Assistant Director, SFWIB Finance and the Assistant Controller perform audits of each balance sheet account, performing any needed reconciliations to ensure the year-end balance is correctly stated. The actual reconciliation is done by the Accountant I.
- The Account Clerks complete Grant Close-Out procedures for the agency's sub-recipients and funding sources. This includes sending contract expiration and grant close-out reminder notices to the sub-recipient.
- The Assistant Director, SFWIB Finance, Assistant Controller and the Accountant I and II prepare schedules requested by the auditor.
- Upon completion of the annual financial audit, the Assistant Director, SFWIB Finance or the Assistant Controller enters all audit adjustments into the MIP accounting system upon receipt of the entries from the auditor. These entries are marked in the system as an "A" type to indicate that they are audit entries. Thus, reports can easily be run in MIP to indicate audit adjusting entries.
- Once all of the audit entries have been entered into the accounting system, the Assistant Director, SFWIB Finance or the Assistant Controller performs the year-end closing in MIP. This automatic function closes all of the revenue and expense accounts to fund balance and net assets. Once this step is completed the Assistant Director, SFWIB Finance will update the date restrictions in the MIP Administration module to prohibit users from making entries into the closed fiscal year.

ANNUAL REPORTING REQUIREMENTS

- Financial Section of Administrative Plan – Due to Department of Economic Opportunity
- Annual Audit Plan - Due to Department of Economic Opportunity by July 30th of each year.
- Annual Audited Financial Statements – Due by no later than March 31 to all funding sources and the Federal Audit Clearing House.
- Single Audit Reports in Accordance with OMB Circular A-133- Due nine months after the end of the audit period (March 31) or within 30 days of receipt of the audit report, whichever occurs first. The data collection form and a copy of the report must be submitted to the Federal Audit Clearing House.
- Distribution of 1099's by January 31st of each year.
- Cost Allocation Plan- Due to Department of Economic Opportunity
- ETA Salary Cap Certification due the 15th of April of each year.

XII.C. ANNUAL FINANCIAL AUDIT

Purpose: To establish the policies related to obtaining and completing an annual financial audit.

An independent financial and compliance audit is conducted annually by a certified public accountant. SFWIB prepares and submits an audit plan to its grantor agency for approval on or before July 30th of each year. The plan is prepared by the Assistant Director, SFWIB Finance. The plan ensures that Workforce Development funds are audited in accordance with the following:

- ❑ Generally accepted auditing standards
- ❑ Standards promulgated by *Government Auditing Standards*
- ❑ Provisions of the *OMB Circular A-133*
- ❑ *Chapter 10.600 Rules* of the Auditor General of the State of Florida
- ❑ All other Federal and State regulations

The audit plan details the procurement of those audits and the resolution of audit findings. It also includes target dates for submission of an audit report.

The audit is procured competitively in accordance with Federal and Florida Statutes. Proposals for audit services are received based upon predetermined specifications. SFWIB staff negotiates the cost of the audit with the highest ranked firm.

The Assistant Director, SFWIB Finance, who is responsible for coordinating all work with the auditors, schedules interim audit work prior to year end. Internal control testing and preliminary audit work is conducted at this time. The auditors are then scheduled for year end fieldwork 2-3 months after year end, in order for the accounting staff to have adequate time to complete all year end closing procedures and the auditor's requested schedules. The Assistant Director, SFWIB Finance is responsible for providing the auditors with a year end trial balance upon their arrival for year end fieldwork.

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Upon completion of the audit, the Assistant Director, SFWIB Finance is responsible for responding to any Reportable Conditions and Management Letter Recommendations found during the financial and compliance audits. The financial statements and audit reports are then presented to the Executive Director for review. The reports are then presented to the Executive Committee, Executive Committee and the full Board by the Assistant Director, SFWIB Finance.

Within 30 days after completion of the audit, SFWIB transmits copies of the audit report to the State. If the report contains any findings related to the programs, a corrective action plan is also submitted. This is followed by an audit resolution report detailing all corrective actions taken.

XIII.A. DISASTER RECOVERY

Purpose: To establish policies and procedures to ensure that accounting records can be recovered in the event of a disaster.

The Information Technology Department (IT) is responsible for backing up the MIP accounting system at the end of every workday. In the event that the accounting records were lost, destroyed, or corrupted, the MIP software would be reinstalled. The database could then be recovered by performing the restore function within MIP's Administration Module, using the agency's most recent backup file. See the Administrative Division – Information Technology Department policies and procedures for further detail on the organizations Disaster Recovery policies.

XIII.B. RECORDS RETENTION

Purpose: To establish the policy and procedures for retaining accounting records.

Records are maintained in sufficient detail to permit the preparation of all required reports and provide for the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully.

All financial records, reports, source documents and work papers are retained by the Accounting Department on site for a period of one year. The documents are maintained on site until the annual expenditure report containing the final expenditures charged to a given program year's allotment is submitted to the Department of Labor and Employment Security, or until all audits have been completed and findings on all claims have been fully resolved, whichever is later. Records older than 1 year are moved to off site storage.

Service Providers/Contractors are required to maintain their records for a period of five (5) years or six (6) years for DCF funding following termination of contract or final payment whichever is later. Confidentiality of participant information shall be maintained in accordance with the Program Management Manual, a document prepared and distributed by the Division of Jobs & Benefits, and/or State Policy.

XIII.C. COMPUTER & SOFTWARE MAINTENANCE

Purpose: To establish policies & procedures related to the maintenance of the computers and software utilized by the accounting department.

- The Information Technology (IT) department is responsible for the maintenance of all the agency's computers. IT ensures that each computer in the accounting department has adequate memory installed for optimum performance
- IT Installs all updates received from MIP in a timely manner

The Assistant Director, SFWIB Finance performs the following procedures to maintain the MIP accounting system:

- Periodically performs data integrity checks in the Administration module. The main MIP administrator is IT. The only administrative rights the Assistant Director, Finance and Assistant Controller have are the ability to change dates and remove someone from the system.
- Renews the annual support and maintenance agreement with MIP to ensure that the agency will receive any updates to the system, and have reliable support available

The Assistant Director, SFWIB Finance is also responsible for ensuring that the IT department performs all necessary updates to any other software utilized by the accounting department.

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**XIV APPENDIX A-COPY OF ARTICLES OF
INCORPORATION & BY-LAWS**

PENDING

XIV. APPENDIX B-IRS FINAL RULING LETTER ON TAX-EXEMPT STATUS

XIV. APPENDIX C – ORGANIZATION CHART

XIV. APPENDIX D – STAFF RESPONSIBILITIES

OBLIGATIONS AND FISCAL RESPONSIBILITIES OF ASSISTANT DIRECTOR, SFWIB FINANCE POSITION

- Ensure that South Florida Workforce Investment Board (SFWIB) Finance Department operates efficiently and effectively.
- Timely operating budget preparation and monitoring. Budgets must be approved, entered into the Accounting System (MIP) by staff.
- Review of contract budgets e.g. Service Providers.
- Responsible for ensuring that all SFWIB financial reporting requirements are met in a timely manner (see the Finance Department Policies and Procedures Manual for reporting requirement).
- Timely preparation and submission of annual audit plan to Department of Economic Opportunity and other awarding agencies
- Supervision of the audit processes (annual and single) ensuring adherence to the audit schedule.
- Monthly review of reimbursement request to Department of Children and Families (DCF).
- Month end review of financial reports.
- Final review of bank reconciliations.
-
- Establish and maintain ongoing Finance Department staff development training – in house or external staff training.
- Liaison with external agencies and institutions e.g. State, County, Banks and Auditors.
- On going review and update of internal control policies and procedures.
- Update of policies and procedures manual.
- Preparation of weekly division status report for Executive Director (Finance department activities during the month).
- Review and initial checks before they are mailed.
- Supervision and review of bank reconciliation process ensuring that reconciliations prepared timely and accurately. Bank reconciliations must be completed and adjusting entries made on or before the MIP closing date for the month.
- Accurately and timely perform other duties as assigned.

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OBLIGATIONS AND FISCAL RESPONSIBILITIES OF ASSISTANT CONTROLLER POSITION

- Ensure that South Florida Workforce Investment Board (SFWIB) Finance Department operates efficiently and effectively.
- Supervision of all accounting staff functions ensuring that the department's goals and objectives are met.
- Weekly review and approval of reimbursement request (OSMIS).
- Insure timely preparation and approval of employee evaluations.
- Assist with timely and accurate preparation of audit schedules. Documents must be available on or before the date requested by auditors.
- Assist with preparation and analysis of timely and accurate monthly financial reports and notes. Monthly reports must be reviewed and analyzed before the scheduled due date. See monthly closing schedule for management report due dates.
- ~~Timely and accurately perform calculation of cost allocation rates.~~
- Review and approval of calculations for cost allocation rates.
- Monthly review of State reporting of expenditures (OSMIS).
- ~~Reconcile~~ Review Cash by fund ~~Periodically~~
- Perform monthly review and analysis of general ledger accounts after the close of each month, and before distribution of management reports.
- Perform quarterly interest calculations.
- Update MIP with W-9 information for new vendors, chart of accounts additions, MIP segment updates or discontinuations, date parameters.
- Review and approve payroll.
- Accurately and timely perform other duties as assigned.

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OBLIGATIONS AND FISCAL RESPONSIBILITIES OF FINANCE ADMINISTRATOR POSITION

- Assist with preparation of annual agency budget
- Assist with preparation of annual refugee budget
- Prepare quarterly new vendors report
- Maintain NFA binder/electronic file
- Prepare monthly budget variance explanation/analysis

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- Prepare/update provider allocation breakdown (administrative, programmatic and holdback) following Boards awards.
- Prepare/update pay-point attachments following Board awards
- Prepare Bank Reconciliations
- Verify endorsements of checks
- Approval and review of SAMS transaction (daily)
- Process and complete monthly cost allocations
- Prepare OSMIS Reporting schedules (monthly)
- Process purchase requests for sufficiency of budget funds, coding, approvals
- Complete State Prior Approvals
- Other duties as assigned

OBLIGATIONS AND FISCAL RESPONSIBILITIES OF THE LEVEL II ACCOUNTANT POSITION

- Daily review and approval and posting of all Accounts Payables, Encumbrances, Journal Vouchers, Cash Receipts, and Accruals to be inputted into MIP.
- Manage performance and work habits of Account Clerks.
- Cash Management – Prepare Weekly Cash Draw Down to request from OSMIS.
- Respond to external auditors i.e. service provider confirmations.
- Provide technical assistance regarding financial policies and procedures to Service Providers, staff, and auditors.
- Monitor Year end Financial Close Out.
- Review and approval of Support Services, Transportation, and Participants ITAs.
- Provide feedback on the Account Clerks employee evaluations.
- Input monthly OSMIS expenditures.
- Accurately and timely perform other duties as assigned.
- Prepare monthly Payroll Report.
- Prepare DCF Quarterly Expenditure and Quarterly Payroll Reports.
- Maintain Service Providers' Performance Log.
- Reconcile Cash by Fund
- Responding to external auditors e.g. service provider confirmations.
- Provide technical assistance regarding financial policies and procedures to Service Providers.



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OBLIGATIONS AND FISCAL RESPONSIBILITIES OF ACCOUNTANT I POSITION

- ~~Assist with monthly Balance Sheet reconciliation and Revenue reconciliations~~
- ~~Assist with preparation of audit schedules.~~
- ~~Duties assigned to Account Clerks~~
- ~~Perform other duties as assigned in an accurately and timely fashion.~~
- Assist with monthly Balance Sheet reconciliation and Revenue reconciliations
- Petty Cash Custodian
- Processing of Void Checks and Reversal in MIP.
- Assist with monthly Blue Report.
- Processing of A/P for One Stop vendor invoices assigned monthly.
- Monthly review and analysis of Budget to Actual Expenditures for programs administered. The review and analysis must be completed and submitted to the Assistant Controller for review and approval by 20th of the following month.
- Timely and accurate processing of reimbursements/payments to service providers assigned . Reimbursements/payments must be processed (coded, reviewed, and entered in MIP) within 15 business days of receipt as long as the required invoice package and reports are complete and satisfactory.
- Recording of monthly accruals on or before the MIP closing date for the month.
- Maintaining contract files for contracts administered.
- Monitoring of contract budgets for contracts administered. Payments must not be processed if budgeted funds are not available.
- Monitoring and ensuring that all monthly reimbursements request and invoices are received e.g. contacting service provider or vendor if bills not received
- Provide technical assistance regarding financial policies and procedures to Service Providers.
- Check cutting and distribution back –up for the Account Clerk.
- Assist with monthly financial reports.
- Assist with the monthly Cost Sharing.
- Assist with the performance log (Assigned to the Accountant 2)
- Provides training to the Account Clerks.
- Assist with preparation of audit schedules.
- Duties assigned to Account Clerks
- Perform other duties as assigned in an accurately and timely fashion.

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OBLIGATIONS AND FISCAL RESPONSIBILITIES OF ACCOUNT CLERK POSITION

- Timely and accurate processing of reimbursements/payments to service providers and vendors. Reimbursements/payments must be processed (coded, reviewed, and entered in MIP) within 15 business days of receipt as long as the required invoice package and reports are complete and satisfactory.
- Monitoring and ensuring that all monthly reimbursements request and invoices are received e.g. contacting service provider or vendor if bills not received.
- Timely and accurate entry of ~~budgets~~, encumbrances, journal vouchers, and payment request into MIP. Entries must be made within 5 business days of receipt of supporting document.
- Periodical review of encumbrance reports for programs/departments administered. ~~Encumbrance over 90 days old must be researched and brought to the supervisor's attention.~~
- Recording of monthly accruals on or before the MIP closing date for the month.
- Maintaining contract files for contracts administered.
- Monitoring of contract budgets for contracts administered. Payments must not be processed if budgeted funds are not available.

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- Monthly review and analysis of Budget to Actual Expenditures for programs administered. The review and analysis must be completed and submitted to the Assistant Controller for review and approval by 20th of the following month. Problems must be brought to the Assistant Controllers attention.
- Daily deposit preparation and making deposits at the bank.
- ~~Responding to external auditors e.g. service provider confirmations.~~
- ~~Provide technical assistance regarding financial policies and procedures to Service Providers.~~
- Timely processing (cutting, sorting, endorsing, mailing etc.) of all Accounts Payable checks for the organization. Service providers and training agent checks are to be issued on the assigned check processing days (Monday, and Thursday). Per Service Provider contracts, payments are to be issued within 15 business days of receipt. Vendor payments must be processed before the due date.
- ~~Timely and accurate entry of Support Service Payment Request and transportation expenditures into MIP.~~
- Timely and accurate recording of cash receipts and revenue (DCF and other non DEO funding sources) into MIP. Receipts and revenue must be recorded in accordance with SFWIB policy (within 3 business days of receipt by department).
- Open, date stamp, log in (checks only), and distribute department mail.
- Order and maintain supplies stock for the department.
- Maintain alphabetical filing system for Accounts Payable Invoices processed.
- Processing of A/P for One Stop vendor invoices.
- ~~Process monthly Payroll (Lead Clerk)~~
- ~~Assist with Blue Report (Lead Clerk)~~
- ~~Assist with inputting financial report information into updated spreadsheets (Lead Clerk)~~
- ~~Petty Cash Custodian. (Lead Clerk)~~
- ~~Processing of Void Checks and Reversal in MIP. (Lead Clerk)~~
- Maintain Check Log for checks signed out by staff.
- Maintain Log for the distribution of checks.
- Perform other duties as assigned in an accurately and timely fashion.

**XIV. APPENDIX E – CHART OF ACCOUNTS FROM
MIP**

**XIV. APPENDIX F – DEO FINAL GUIDANCE ON COST
ALLOCATION PLANS FOR REGIONAL WORKFORCE
BOARD**

**XIV. APPENDIX G – FINAL GUIDANCE ON PRIOR
APPROVAL PROCEDURES FOR SELECTED COSTS AND
ADMINISTRATIVE REQUIREMENTS**

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