



Financial Reporting

Presented by Olive Rafols

Financial Management Division

Economic and Workforce Development Department

September 19, 2013

INVOICING & FINANCIAL REPORTING REQUIREMENTS:

- ❑ Cash Requests and Expenditures Reports must be submitted on or before the 15th day of each month following the month the costs were incurred, in order to be considered timely.
- ❑ Contractors on cash advance basis may submit the Cash Request before the 15th of each month.
- ❑ Meeting the monthly submission deadline is needed so that the City may in turn meet the State's reporting deadlines.

MONTHLY FINANCIAL REPORTING:

- ❑ Schedule of Personnel Costs
- ❑ Schedule of Other Costs
- ❑ Attachment (for required expenditure breakdowns and other reportable information).
- ❑ Schedule of Leveraged Resources

EXPENDITURE REPORT – PART A

EXPENDITURE BY LINE ITEM - #1000 PERSONNEL

- ❑ Total salaries of approved personnel
- ❑ Total fringe benefits
- ❑ Schedule of Personnel Costs must be attached

EXPENDITURE REPORT – PART A

EXPENDITURE BY LINE ITEM - #2000 OTHER

- All other general operating costs not classified under any other cost category.
- Examples:
 - Facility Lease/Use Allowance
 - Materials and Supplies
 - Accounting Service
 - Insurance
 - Advertising
 - Travel
 - Facility Depreciation
 - Professional Services
 - Supplies
 - Repairs & Maintenance

EXPENDITURE REPORT – PART A

EXPENDITURE BY LINE ITEM - # 2100 PARTICIPANT RELATED COST

□ Training Services

- Training Payments (ITA)
- Occupational skill training
- On-the-job training
- Program that combine workplace training with related instruction
- Training programs operated by the private sector
- Skills upgrading and retraining
- Entrepreneurial training
- Job readiness training
- Adult education and literacy activities
- Customized training conducted with a commitment by employer or group of employer

□ Other – Supportive Services

EXPENDITURE REPORT – PART A

EXPENDITURE BY LINE ITEM - # 2200 SUBCONTRACTOR(S)

- ❑ Total services billed by each subcontractor.
- ❑ Will reimburse up to the subcontractor agreement amount or approved budget.

EXPENDITURE REPORT – PART A

EXPENDITURE BY LINE ITEM - # 3000 FURNITURE & EQUIPMENT

- Approval from Program Analyst must be obtained prior to equipment purchase.

EXPENDITURE REPORT – PART A

EXPENDITURE BY LINE ITEM - # 4000 INDIRECT COST

- ❑ Approved Indirect Cost rate required.
- ❑ Allowable only to the extent that they are identified in an Indirect Cost Plan.

EXPENDITURE REPORT – PART A
EXPENDITURE BY LINE ITEM - # 5000 CAPITAL

**NOT ALLOWABLE
FOR
WORKFORCE INVESTMENT ACT**

City's 10% flexibility rule:

The 10% Flexibility rule is to provide the contractors with the privilege of some flexibility and discretion in budget administration, certain expenditure items may exceed the budget amount of the line item without the need for a budget modification.

10% Flexibility rule applied to:

- ❑ Savings from other line item
- ❑ Total expenditures in the major cost category do not exceed 110% of the latest approved budget for that cost category,
- ❑ Total cumulative expenditures for ALL cost categories is equal or less than the contract budget.

Items exempt from 10% flexibility

- ❑ New budget line item
- ❑ Equipment purchase or lease
- ❑ Consultants / Professional Service contracts
- ❑ Subcontractors (addition, deletion or change in individual subcontractor's approved budget amount
- ❑ Initial facility lease and any amendment to facility lease

Items exempt from 10% flexibility

- ❑ Cost of living increase
- ❑ New position classifications not included in the latest approved budget
- ❑ Any item of furniture or equipment purchase that is 5,000 or more in unit cost, as these items require prior approval from the State. Less than \$5,000 requires approval from your program monitor.
- ❑ Any reprogramming of unexpended funds that are accumulated from unfilled positions and participant related costs.

TOTAL CITY SHARE – Breakdown

- Administration: **4%** of Award or of Total Allowable Expenditures, if lower.
- Program

EXPENDITURE REPORT – PART B

SUMMARY OF EXPENDITURES

- ❑ Prior Period Expenditures
- ❑ Current Period Expenditures
- ❑ Total Cumulative Expenditures
- ❑ Cash Expenditures
- ❑ Accrued Expenditures
- ❑ Total Stand-in Cost

ACCRUAL BASIS OF ACCOUNTING

- ❑ Revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period.
- ❑ Contractor must develop accrual information through analysis of documentation on hand.
- ❑ DOL and the State required expenditures reported on an accrual basis.

ACCRUAL EXPENDITURES COULD BE

- ❑ Goods and other tangible property received.
- ❑ Services performed by employees, contractors, sub-recipient contractors, and other payees.
- ❑ Other amount becoming owed under program for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments.

STAND-IN COST:

- ❑ Stand-in cost are costs for the program paid for with non-federal funds resulting from an audit.
- ❑ Stand-in costs must come from the same year as the costs that they are proposed to replace
- ❑ Stand-in cost must not cause a violation of the administrative or other cost limitations.
- ❑ Costs must be included in the appropriate expenditure reports.

EXPENDITURE REPORT – PART C

CASH STATUS

- ❑ Cash received to Date
- ❑ Cash In-Transit
- ❑ Total Cash Received to-date plus in-transit
- ❑ Less: Disbursement To Date
- ❑ Cash Balance (No excess cash are allowed in the bank account.)

EXPENDITURE REPORT – PART D: PROGRAM INCOME

□ Definition of PROGRAM INCOME:

“Any income generated with grant funds that is earned in carrying out the objectives of the grant, minus any costs incident to the generation of the income.”

- ## □ Program income under the WIA includes, but is not limited to:
- Income from fees for services performed;
 - The use or rental of personal property acquired with WIA funds;
 - The sale of commodities or items fabricated under a WIA award;
 - Interest earned on funds received under the WIA; and
 - Any excess of revenue over costs incurred for services provided by a governmental or non-profit entity.

PROGRAM INCOME (CONTINUED)

- ❑ Any remaining unexpended income at the end of the contract term must be refunded to the City together with the final closeout package.
- ❑ Line item information on use of program income earned should be provided in the City's Expenditure Report (Program Income column and Part D).



EXPENDITURE REPORT: ATTACHMENT

(For WIA Contractors only)

PURPOSE OF ATTACHMENT:

- ❑ To show the required breakdown of cumulative exp into the additional reporting categories
- ❑ State requirements

TR0212, 7:47 AM

EXPENDITURE REPORT			
WIA Only)			
Contract:	0.00	Contract No.:	0.00
Program:	0.00	Contract Period:	0.00
Funding Stream (WIA Only):	0.00	Amendment No.:	0.00
For the Period Ended:	0.00	Contract Amount:	0.00
Report No.:	0.00		

I. CUMULATIVE EXPENDITURES (Cash and Accruals)				
A. ADMINISTRATIVE				
B. PROGRAM			0.00	
1. For all WIA grants except YOUTH:				
a. Core Self Services				
b. Core Registration Services				
c. Intensive Services				
d. Training Services (S(1) to S(9) /		0.00		
(1) Training Payments (ITA)				
(2) Occupational self training				
(3) On-the-job training				
(4) Related instruction				
(5) Training programs operated by the private sector				
(6) Skill upgrading and retraining				
(7) Entrepreneurial training				
(8) Job readiness training				
(9) Adult education and literacy activities				
(10) employer or group of employer				
e. Others (Supportive Services)				
Subtotal		0.00		
2. For YOUTH only:				
a. In-School Youth				
b. Out-of-School Youth				
Subtotal		0.00		
Total Cumulative Expenditures			0.00	
II. OTHER REPORTABLE ITEMS:		Admin	Program	Total
A.	NON-FEDERAL SUPPORT (STAND-IN COSTS)			0.00
B.	UNLIQUIDATED OBLIGATIONS			0.00
C.	PROGRAM INCOME EARNED			0.00
D.	PROGRAM INCOME EXPENDED			0.00

EXPENDITURE REPORT (Revised 8/11) City of Los Angeles, Community Development Department, Financial Management Division

LEVERAGED RESOURCES FORM



Contractors applying 10% leveraged resources toward the minimum training requirement should submit a signed copy of “Summary of Leveraged Resources” to CDD together with the monthly invoice on or before 15th of the month.

Summary of Leveraged Resources			
1. WorkSource Center			
2. Date			
3. Program Year			
Program Year Funding and Training Expenditures			
4. Adult and Dislocated Worker Formula Fund Allocations	Amount		
5. Training Expenditure Requirement		--	
6. Formula Fund Training Expenditures			
7. Leveraged resources used toward training expenditures requirement (10% maximum)			
8. Total amount spent on training (should equal or exceed Line 5)			
Leveraged Resources Detail		Contribution	
9. Source*	Amount	Cash	In-Kind
	--		
	--		
	--		
	--		
	--		
	--		
	--		
Total (should be equal to Line 7 above)	--	--	--

*Source (Choose one of the following):
 (a) Pell Grant
 (b) Programs authorized by the Workforce Investment Act (specify)
 (c) Trade Adjustment Assistance
 (d) Department of Labor National Emergency Grants
 (e) Match funds from employers, industry, and industry associations (specify)
 (f) Match funds from joint labor-management trusts (specify)
 (g) Employment Training Panel grants

Comments	
10.	

Certification		
11. Name	12. Title	13. Phone Number
(print)		
14. Contact Name	15. Contact Title	16. Phone Number

©2009 WorkSource Center-MS Budget Training ID: 12000000000000000000 Training Leverage Resource Form MS

OTHER REPORTABLE ITEMS:

- ❑ Non-Federal Support (Stand-In)
- ❑ Unliquidated Obligations

An Unliquidated Obligation is a formal contractual commitment for a good or service that has not been received and has not been paid for within the report period.

- ❑ Program Income Earned
- ❑ Program Income Expended



Any questions?

