DATE: July 26, 2013

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 14-02
PROGRAM YEAR (PY) 2013-14 WORKFORCE INVESTMENT ACT (WIA) ADULT BUDGET TRAINING

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to provide the details of the PY 2013-14 WIA budget training session to be conducted by the Operations Division of the Economic and Workforce Development Department (EWDD).

BACKGROUND
The Budget Section of the Operations Division of the EWDD traditionally conducts WIA budget training for its Adult WorkSource Center operators in either July or August of each new Program Year to review the budgeting process, including timelines, forms, dates for submission, and any new issues or policies that have a bearing on the budget process.

As part of the budgeting process for this year, as well as future program years, each agency will be required to submit their Resource Sharing Agreement (RSA) in addition to their proposed budget as part of the budget packet.

SESSION DETAILS
The fiscal training for PY 2013-14 will occur on Wednesday, July 31, 2013, from 9:00 a.m. to 12:00 p.m. on the 6th floor of the Garland Building, located at 1200 W. 7th St., Los Angeles, CA, 90017. Please check in with Security on the ground floor to be given visitor's access to the building.

The topics of the session are as follows:

1. Budget preparation and submission including Training requirements for SB 734
2. Cash Advances/Reimbursements – Cash Request Form
   a. Obligations vs Expenditures
   b. Accruals
   c. Administrative vs Program Expenditures
   d. Indirect Costs
   e. Program Income
   f. Stand-In costs
4. Fiscal Reviews and Single audits
5. Leveraged Resources

ATTENDANCE REQUIREMENTS
All WorkSource Center contractors should send a minimum of one (1), and a maximum
of two (2), fiscal representatives to this training session. The representative(s) should be
the person(s) in the organization who are responsible for budget and invoice
preparation and submission. Program staff involved in the budgeting process may also
want to attend.

PARKING
Parking will not be validated. You can park in the structure behind the facility for
$30.00 all day. Other parking options include the following:

1) Parking in the Medici Apartments at 7th and Bixel (enter off 7th St.);
2) Parking in the small lot across the street from the Garland Building on the corner
   of Lucas and 7th St. (pay at the City Center Hotel office);
3) Parking in the lot located on corner of Bixel and Ingraham between 7th St. and
   Wilshire Blvd.
4) Parking in the Standard Parking facility located at 1055 7th St., on the corner of
   7th and Bixel (enter off Bixel).

REQUIRED ACTION
Please confirm attendance via e-mail to Jadi-lian.Hy@lacity.org no later than Tuesday,
July 30, 2013. Please indicate the following in your e-mail: 1) Name of organization,
2) Name of WorkSource Center, 3) Name(s) of attendees.

WDS CONTACT
Questions or requests for additional information and/or clarification should be addressed
to Robert Reed at Robert.Reed@lacity.org, or (213) 744-7184, TTY (213) 744-9395.

JHP:RR