

Department of Community Colleges and Workforce Development	Number: 589-10.09
	Revised Date: 08/14/08
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SUBJECT: Workforce Investment Act Title IB Financial Reporting	Approved: 

Purpose: To provide mandatory financial reporting instructions for reporting expenditures. This policy applies to Local Workforce Investment Areas (LWIAs) and all subrecipients who receive Workforce Investment Act (WIA) grant funds from the Department of Community Colleges and Workforce Development (CCWD).

References: Public Law 105-220 Sections 185 (d)
20 CFR 667.200 and 667.300
29 CFR 95.52 Financial Reporting
29 CFR 97.41 Financial Reporting
OMB Circular A-21
OMB Circular A-87
OMB Circular A-122
WIA Title I B 589-10.5 Program Income

Definitions: Accrual Basis of Accounting: Expenditures reported when the related goods and services are received, regardless of when the liability is paid.

CCWD's internet based electronic Financial Status Report system: Required for reporting financial and accrual financial information that will be used to report expenditures to US Department of Labor (USDOL) on a quarterly basis.

Policy: LWIAs and subrecipients shall submit mandatory reports on a timely basis using CCWD's internet based electronic Financial Status Report system. Failure to submit reports on a timely basis may result in immediate corrective action and possible delays in the processing of reimbursement requests.

Reported expenditures must be on the accrual basis of accounting and cumulative by fiscal year of appropriation. If the LWIA or subrecipient accounting records are not normally kept on the accrual basis of accounting, the LWIA or subrecipient must develop accrual information through an analysis of the documentation on hand.

LWIAs and subrecipients shall submit reports within thirty (30) calendar days after the end of the reporting period, unless required on a more frequent basis for corrective action purposes, or as required in the specific grant agreement. The calendar below details the dates reports are due:

Quarter ending September 30	FSR due October 30
Quarter ending December 31	FSR due January 30
Quarter ending March 31	FSR due April 30
Quarter ending June 30	FSR due July 30

When the reporting deadline falls on a weekend or holiday, all reports are due by close of business the last working day prior to the reporting deadline.

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The accurate and complete reports shall be submitted to CCWD's internet based electronic FSR system. A signed original must be submitted within 10 working days of the electronic submission and may change as the CCWD electronic FSR system progresses.

FSR must be submitted for all funds identified in Notice of Fund Availability. FSRs are cumulative and must reflect all expenditure and accrual activity through the period reported.

LWIAs and subrecipients are required to report program income earned and expended as a result of grant activities on each FSR. Accounting systems must allow for program income earned and expended to be tracked for reporting purposes.

Closeout instructions for specific grants will be provided by CCWD with due date information.