

Workforce Connections

WIOA Fiscal Monitoring Tool – POLICY SUPPLEMENT

Program Year: 2017

1. Promising Practice Nothing Noted Needs Improvement

ACCOUNTS PAYABLE CYCLE

Does it contain sufficient detail to describe every step of the A/P cycle? Yes _____ No _____

Does it correspond to the Separation of Duties worksheet? Yes _____ No _____

Test at least one disbursement for compliance with the policy. Yes _____ No _____

2. Promising Practice Nothing Noted Needs Improvement

ACCOUNTS RECEIVABLE CYCLE

Does it contain sufficient detail to describe every step of the A/R cycle? Yes _____ No _____

Does it correspond to the Separation of Duties worksheet? Yes _____ No _____

Test at least one receivable for compliance with the policy. Yes _____ No _____

3. Promising Practice Nothing Noted Needs Improvement

ALLOWABLE COSTS (WC Policy FIS-020-01)

Does it contain sufficient detail regarding WIOA allowable costs? Yes _____ No _____

Is it in compliance with WC's policy #FIS-020-01? Yes _____ No _____

4. Promising Practice Nothing Noted Needs Improvement

BACKGROUND CHECKS (WC Contract Provision C 51)

Does it state that background checks must be completed before employment begins? Yes _____ No _____

Does it state that employment is conditional upon successful completion? Yes _____ No _____

Does it state what information will be checked? Yes _____ No _____

Does it include the following (minimum):

Statewide criminal background check Yes _____ No _____

FBI criminal background check Yes _____ No _____

Multi-state criminal background check Yes _____ No _____

Does it state which job positions require background checks? Yes _____ No _____

Does it state which convictions prohibit employment? Yes _____ No _____

5. Promising Practice Nothing Noted Needs Improvement

BANK RECONCILIATIONS/UNCLEARED CHECKS

Does it state when bank reconciliations will be completed by? Yes _____ No _____

Does it state how uncleared checks are handled? Yes _____ No _____

Test at least one bank reconciliation for compliance. Yes _____ No _____

6. Promising Practice Nothing Noted Needs Improvement

CASH MANAGEMENT (WC Policy FIS-020-07)

Does it state how cash advances will be handled? Yes _____ No _____

Does it state that bills will be paid in a timely manner? Yes _____ No _____

Does it state that all accruals must be liquidated by the end of the closeout period? Yes _____ No _____

Test for compliance with timely liquidation of funds using the contract worksheet. Yes _____ No _____

Test for compliance with timely payment of bills by looking at the A/P aging report. Yes _____ No _____

Is it in compliance with WC Policy FIS-020-07? Yes _____ No _____

7. Promising Practice Nothing Noted Needs Improvement

PAYROLL/COMPENSATION CYCLE

Does it contain sufficient detail to describe every step of the payroll cycle? Yes _____ No _____

Test at least one payroll for compliance with the policy. Yes _____ No _____

8. Promising Practice Nothing Noted Needs Improvement

CONFLICT OF INTEREST/CODE OF CONDUCT

Does it address accepting gifts? Yes _____ No _____

Does it contain sufficient detail regarding procurement actions and related parties? Yes _____ No _____

Does it define related parties? Yes _____ No _____

Is confidentiality of participant information addressed? Yes _____ No _____

9. Promising Practice Nothing Noted Needs Improvement N/A

CREDIT CARD CYCLE, IF APPLICABLE

Does it contain sufficient detail to describe every step of the credit card cycle? Yes _____ No _____

Does it correspond to the Separation of Duties worksheet (A/P)? Yes _____ No _____

Test at least one credit card charge for compliance with the policy. Yes _____ No _____

10. Promising Practice Nothing Noted Needs Improvement

FRINGE BENEFITS

Does it describe which benefits will be provided? Yes _____ No _____

Does it address employee relocation costs? Yes _____ No _____

Does it state when they will be provided? Yes _____ No _____

11. Promising Practice Nothing Noted Needs Improvement

INCIDENT REPORTING (WC Policy GEN-050-02)

Does it state which types of incidents are reportable? Yes _____ No _____

Does it reference anonymous reporting mechanisms? Yes _____ No _____

Does it state how those incidents are reported to WC? Yes _____ No _____

Is it in compliance with WC policy GEN-050-02? Yes _____ No _____

12. Promising Practice Nothing Noted Needs Improvement

INDIRECT COSTS

Does it describe in detail how the organization recaptures indirect costs? Yes _____ No _____

Is that how the organization is billing for them? Yes _____ No _____

13. Promising Practice Nothing Noted Needs Improvement

INTERNAL CONTROLS/SEGREGATION OF DUTIES

Does it describe in sufficient detail the organization's internal controls framework? Yes _____ No _____

Does the Separation of Duties worksheet reflect this framework? Yes _____ No _____

14. Promising Practice Nothing Noted Needs Improvement

PARTICIPANT/PROGRAM SERVICES (WC Policies ADW-030-06, YTH-040-04, YTH-040-05)

Does it address the supportive services offered? Yes _____ No _____

Does it contain appropriate limits? Yes _____ No _____

Does it comply with WC policies? Yes _____ No _____

15. Promising Practice Nothing Noted Needs Improvement N/A

PETTY CASH CYCLE, IF APPLICABLE

Does it contain sufficient detail to describe every step of the petty cash cycle? Yes _____ No _____

Does it correspond to the Separation of Duties worksheet (A/P)? Yes _____ No _____

Test at least one petty cash disbursement for compliance with the policy. Yes _____ No _____

16. Promising Practice Nothing Noted Needs Improvement

PROCUREMENT (WC Policy ADMIN-010-06)

Does it describe methods for evaluation and selection? Yes _____ No _____

Does it contain WC's requirements*? Yes _____ No _____

*under \$1,000 no prior approval required

\$1,000-\$4,999 informal bid process

\$5,000-\$24,999 formal bid process

\$25,000 and over advertised competitive process

17. Promising Practice Nothing Noted Needs Improvement

PROGRAM/INTEREST INCOME (WC Policy FIS-020-09)

Does it address program income including definition and handling? Yes _____ No _____

Does it address interest income and when it is considered program income? Yes _____ No _____

18. Promising Practice Nothing Noted Needs Improvement

RECORDS RETENTION (WC Policy ADMIN-010-04)

Does it address that WIOA records must be retained for at least five years from the date of the final expenditure report? Yes _____ No _____

19. Promising Practice Nothing Noted Needs Improvement

REPORTING - FINANCIAL (WC Policy FIS-020-04)

Does it contain sufficient steps to document the WC quarterly reporting process? Yes _____ No _____

Does it state when financial reporting is due? Yes _____ No _____

20. Promising Practice Nothing Noted Needs Improvement

SAFEGUARDING OF CHECKS/CASH EQUIVALENTS

Does it state that these items are stored in a locked location with restricted access? Yes _____ No _____

Does it state where blank checks are stored and who has access to them? Yes _____ No _____

Does this comply with the Separation of Duties worksheet regarding access to blank checks?
Yes _____ No _____

Does it state who holds and reconciles programmatic items including blank vouchers, bus passes, gift cards, etc.?
Yes _____ No _____

Does it describe separation of duties for programmatic items? Yes _____ No _____

Test that programmatic items are reconciled regularly. Yes _____ No _____

Visually inspect that blank checks and programmatic items are actually stored in locked locations.
Yes _____ No _____

21. Promising Practice Nothing Noted Needs Improvement

TRAVEL COSTS

Does it describe in sufficient detail the organization's travel expense policies including what costs are reimbursable and what limits may apply? Yes _____ No _____

Test at least one travel disbursement for compliance with this policy. Yes _____ No _____

NOTES
