

Workforce Connections

WIOA Fiscal Monitoring Tool – POLICY SUPPLEMENT

Program Year: 21

Provider Name:	Date(s) of Review:	
Contract(s) Name:	Reviewer Names:	

Minimum written policies/procedures required by WC for effective internal controls (200.303):

- | | |
|---|--|
| <input type="checkbox"/> Accounts Receivable (A/R) cycle
<input type="checkbox"/> Accounts Payable (A/P) cycle
<input type="checkbox"/> Credit card cycle, if applicable
<input type="checkbox"/> Indirect costs
<input type="checkbox"/> Allowable costs
<input type="checkbox"/> Compensation/payroll cycle
<input type="checkbox"/> Background checks
<input type="checkbox"/> Record retention
<input type="checkbox"/> Reporting (financial and/or program)
<input type="checkbox"/> Cash management (include handling of advances, timely payment of bills, & liquidating accruals at closeout)
<input type="checkbox"/> Program income and interest income
<input type="checkbox"/> Procurement (include methods for evaluation and selection) - <u>must</u> reflect WC requirements for WC contracts
<input type="checkbox"/> Participant/program services (including supportive services and incentives, if applicable)
<input type="checkbox"/> Safeguarding of checks and cash equivalents (bus passes, gift cards, gas cards, blank vouchers) including reconciliation of cash equivalents | <input type="checkbox"/> Internal controls/segregation of duties
<input type="checkbox"/> Petty cash cycle, if applicable
<input type="checkbox"/> Bank reconciliations and handling un-cleared checks
<input type="checkbox"/> Cost distribution (shared costs)
<input type="checkbox"/> Travel costs
<input type="checkbox"/> Fringe benefits
<input type="checkbox"/> Conflict of interest/code of conduct
<input type="checkbox"/> Incident reporting |
|---|--|

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 _____
