

# Workforce Connections

## WIOA Fiscal Monitoring Tool – POLICY SUPPLEMENT

Program Year: 18

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

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 \_\_\_\_\_

---

---

