



**Western Virginia Workforce Development Board
Finance Committee**

May 29, 2019 - 3:00 PM

Western Virginia Workforce Development Board Offices
313 Luck Avenue SW, Roanoke, VA 24016

I.	Call to Order	Casey Nicely
II.	Public Comment	
III.	Old Business	Morgan Romeo
	<ul style="list-style-type: none">• FY2019 Budget vs. Actual Report• FY2019 Budget Modification• WIOA Title I Youth Program Update	
IV.	FY2020 Budget Presentation (Closed Session)	Morgan Romeo
V.	New Business	Morgan Romeo
	<ul style="list-style-type: none">• Financial Operations Manual• Rapid Response Request• Economic Equity Grant Opportunity	
VI.	Other Business	
VII.	Upcoming Meetings	
	<ul style="list-style-type: none">• WVVWDB Meeting – June 21, 2019 – Dabney S. Lancaster Community College	
VIII.	Adjournment	

Western Virginia Workforce Development Board, Inc.
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	America Promise				America Promise NRV Training			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	43,033.08	96,367.00	-53,333.92	44.66%	5,692.00			
48200 · Partner Grant Revenue	0.00				0.00			
48400 · RVWC Partner Shared Cost Income	0.00				0.00			
Total Income	43,033.08	96,367.00	-53,333.92	44.66%	5,692.00			
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
60950 · Line of Credit Interest	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	428.40	514.42	-86.02	83.28%	0.00			
62140 · Legal Fees	0.00				0.00			
62150 · Outside Contract Services	0.00				0.00			
Total 62100 · Contract Services	428.40	514.42	-86.02	83.28%	0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	3,789.07	16,463.55	-12,674.48	23.02%	0.00			
62891 · Rent-One Stop	0.00				0.00			
62895 · Equipment Other	0.00				0.00			
Total 62800 · Facilities and Equipment	3,789.07	16,463.55	-12,674.48	23.02%	0.00			
65000 · Operations								
65030 · Printing and Copying	0.00	323.57	-323.57	0.0%	0.00			
65040 · Supplies	154.86	252.50	-97.64	61.33%	0.00			
65050 · Telephone, Telecommunications	0.00	384.75	-384.75	0.0%	0.00			
65051 · Information Technology	0.00				0.00			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	154.86	960.82	-805.96	16.12%	0.00			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	30,895.67	42,939.75	-12,044.08	71.95%	0.00			
66002 · Fica Expense	0.00				0.00			
66014 · Benefits	8,731.51	14,271.05	-5,539.54	61.18%	0.00			
Total 66000 · Payroll Expenses	39,627.18	57,210.80	-17,583.62	69.27%	0.00			
66025 · Payroll Other	2,357.41	4,220.00	-1,862.59	55.86%	0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	757.50	-757.50	0.0%	0.00			
68320 · Travel	114.39	520.00	-405.61	22.0%	0.00			
68330 · Training	0.00				0.00			
68300 · Travel and Meetings - Other	688.99				0.00			
Total 68300 · Travel and Meetings	803.38	1,277.50	-474.12	62.89%	0.00			
69060 · Program Services	8,029.82	15,349.11	-7,319.29	52.32%	5,442.00			
69500 · Miscellaneous	0.00				0.00			
Total Expense	55,190.12	95,996.20	-40,806.08	57.49%	5,442.00			
Net Ordinary Income	-12,157.04	370.80	-12,527.84	-3,278.6%	250.00			
Net Income	-12,157.04	370.80	-12,527.84	-3,278.6%	250.00			

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Board				Brand Transition			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 - Direct Public Support								
43410 - Corporate Contributions		250.00				0.00		
Total 43400 - Direct Public Support		250.00				0.00		
45000 - Investments								
45030 - Interest-Savings, Short-term CD		30.34				0.00		
Total 45000 - Investments		30.34				0.00		
46000 - Rke Center Rent		0.00				0.00		
48000 - Federal Grants		0.00			22,303.49	22,998.00	-694.51	96.98%
48200 - Partner Grant Revenue		0.00				0.00		
48400 - RVWC Partner Shared Cost Income		0.00				0.00		
Total Income		280.34			22,303.49	22,998.00	-694.51	96.98%
Expense								
60900 - Business Expenses								
60920 - Business Registration Fees		0.00				0.00		
60950 - Line of Credit Interest		42.38				0.00		
Total 60900 - Business Expenses		42.38				0.00		
62100 - Contract Services								
62110 - Accounting Fees		0.00				0.00		
62140 - Legal Fees		0.00				0.00		
62150 - Outside Contract Services		0.00				0.00		
Total 62100 - Contract Services		0.00				0.00		
62800 - Facilities and Equipment								
62890 - Rent, Parking, Utilities		0.00				0.00		
62891 - Rent-One Stop		0.00				0.00		
62895 - Equipment Other		0.00				0.00		
Total 62800 - Facilities and Equipment		0.00				0.00		
65000 - Operations								
65030 - Printing and Copying		0.00				0.00		
65040 - Supplies		0.00			11,954.76			
65050 - Telephone, Telecommunications		0.00				0.00		
65051 - Information Technology		0.00				0.00		
65060 - Membership Dues		0.00				0.00		
65068 - Newspaper Ads		0.00				0.00		
Total 65000 - Operations		0.00			11,954.76			
65100 - Other Types of Expenses								
65120 - Insurance - Liability, D and O		0.00				0.00		
Total 65100 - Other Types of Expenses		0.00				0.00		
65130 - Marketing		0.00			10,348.73	22,998.00	-12,649.27	45.0%
65131 - Outreach		0.00				0.00		
66000 - Payroll Expenses								
66001 - Wages		0.00				0.00		
66002 - Fica Expense		0.00				0.00		
66014 - Benefits		0.00				0.00		
Total 66000 - Payroll Expenses		0.00				0.00		
66025 - Payroll Other		0.00				0.00		
68300 - Travel and Meetings								
68310 - Conference, Convention, Meeting		0.00				0.00		
68320 - Travel		0.00				0.00		
68330 - Training		0.00				0.00		
68300 - Travel and Meetings - Other		0.00				0.00		
Total 68300 - Travel and Meetings		0.00				0.00		
69060 - Program Services		0.00				0.00		
69500 - Miscellaneous		6.75				0.00		
Total Expense		49.13			22,303.49	22,998.00	-694.51	96.98%
Net Ordinary Income		231.21			0.00	0.00	0.00	0.0%
Net Income		231.21			0.00	0.00	0.00	0.0%

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	PY 2017 Admin				PY 2017 Adult			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	519,718.23	173,144.87	346,573.36	300.16%	0.00	546,119.53	-546,119.53	0.0%
48200 · Partner Grant Revenue	0.00				0.00			
48400 · RVWC Partner Shared Cost Income	0.00				0.00			
Total Income	519,718.23	173,144.87	346,573.36	300.16%	0.00	546,119.53	-546,119.53	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	25.00				0.00			
60950 · Line of Credit Interest	0.00				0.00			
Total 60900 · Business Expenses	25.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00	644.93	-644.93	0.0%	0.00	1,900.06	-1,900.06	0.0%
62140 · Legal Fees	75.00	500.00	-425.00	15.0%	0.00			
62150 · Outside Contract Services	0.00				0.00	1,500.00	-1,500.00	0.0%
Total 62100 · Contract Services	75.00	1,144.93	-1,069.93	6.55%	0.00	3,400.06	-3,400.06	0.0%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	2,460.00	3,510.00	-1,050.00	70.09%	300.00	450.00	-150.00	66.67%
62891 · Rent-One Stop	0.00				0.00			
62895 · Equipment Other	150.75				17.95			
Total 62800 · Facilities and Equipment	2,610.75	3,510.00	-899.25	74.38%	317.95	450.00	-132.05	70.66%
65000 · Operations								
65030 · Printing and Copying	293.39	374.83	-81.44	78.27%	35.81	48.06	-12.25	74.51%
65040 · Supplies	273.83	292.50	-18.67	93.62%	514.05	37.50	476.55	1,370.8%
65050 · Telephone, Telecommunications	123.01	594.75	-471.74	20.68%	15.00	68.25	-53.25	21.98%
65051 · Information Technology	135.43				6.00			
65060 · Membership Dues	415.00	5,480.50	-5,065.50	7.57%	0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	1,240.66	6,742.58	-5,501.92	18.4%	570.86	153.81	417.05	371.15%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	1,049.00	2,500.00	-1,451.00	41.96%	0.00			
Total 65100 · Other Types of Expenses	1,049.00	2,500.00	-1,451.00	41.96%	0.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				140.00			
66000 · Payroll Expenses								
66001 · Wages	19,831.75	59,946.69	-40,114.94	33.08%	3,752.31	7,749.49	-3,997.18	48.42%
66002 · Fica Expense	0.00				0.00			
66014 · Benefits	5,560.62	16,531.81	-10,971.19	33.64%	1,082.21	2,119.46	-1,037.25	51.06%
Total 66000 · Payroll Expenses	25,392.37	76,478.50	-51,086.13	33.2%	4,834.52	9,868.95	-5,034.43	48.99%
66025 · Payroll Other	21,681.91	53,896.00	-32,214.09	40.23%	0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	877.50	-877.50	0.0%	0.00	112.50	-112.50	0.0%
68320 · Travel	100.03	1,030.00	-929.97	9.71%	89.02	170.00	-80.98	52.37%
68330 · Training	0.00				0.00			
68300 · Travel and Meetings - Other	155.35				20.02			
Total 68300 · Travel and Meetings	255.38	1,907.50	-1,652.12	13.39%	109.04	282.50	-173.46	38.6%
69060 · Program Services	0.00				176,551.44	360,000.00	-183,448.56	49.04%
69500 · Miscellaneous	0.00				0.00			
Total Expense	52,330.07	146,179.51	-93,849.44	35.8%	182,523.81	374,155.32	-191,631.51	48.78%
Net Ordinary Income	467,388.16	26,965.36	440,422.80	1,733.29%	-182,523.81	171,964.21	-354,488.02	-106.14%
Net Income	467,388.16	26,965.36	440,422.80	1,733.29%	-182,523.81	171,964.21	-354,488.02	-106.14%

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	PY 2017 DWP				PY 2017 YO			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00	482,360.67	-482,360.67	0.0%	0.00	610,259.95	-610,259.95	0.0%
48200 · Partner Grant Revenue	0.00				0.00			
48400 · RVWC Partner Shared Cost Income	0.00				0.00			
Total Income	0.00	482,360.67	-482,360.67	0.0%	0.00	610,259.95	-610,259.95	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
60950 · Line of Credit Interest	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00	1,867.89	-1,867.89	0.0%	0.00	1,697.03	-1,697.03	0.0%
62140 · Legal Fees	0.00				0.00			
62150 · Outside Contract Services	0.00	1,500.00	-1,500.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
Total 62100 · Contract Services	0.00	3,367.89	-3,367.89	0.0%	0.00	3,197.03	-3,197.03	0.0%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	720.00	960.00	-240.00	75.0%	1,320.00	1,650.00	-330.00	80.0%
62891 · Rent-One Stop	0.00				0.00			
62895 · Equipment Other	39.49				78.98			
Total 62800 · Facilities and Equipment	759.49	960.00	-200.51	79.11%	1,398.98	1,650.00	-251.02	84.79%
65000 · Operations								
65030 · Printing and Copying	86.10	102.52	-16.42	83.98%	157.52	176.20	-18.68	89.4%
65040 · Supplies	594.42	80.00	514.42	743.03%	403.37	137.50	265.87	293.36%
65050 · Telephone, Telecommunications	36.00	210.00	-174.00	17.14%	65.99	356.25	-290.26	18.52%
65051 · Information Technology	13.20				26.40			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	729.72	392.52	337.20	185.91%	653.28	669.95	-16.67	97.51%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	67.50				42.50			
66000 · Payroll Expenses								
66001 · Wages	10,079.09	19,561.74	-9,482.65	51.53%	27,671.10	32,971.89	-5,300.79	83.92%
66002 · Fica Expense	0.00				0.00			
66014 · Benefits	2,906.91	4,521.52	-1,614.61	64.29%	7,812.45	7,771.36	41.09	100.53%
Total 66000 · Payroll Expenses	12,986.00	24,083.26	-11,097.26	53.92%	35,483.55	40,743.25	-5,259.70	87.09%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	240.00	-240.00	0.0%	0.00	412.50	-412.50	0.0%
68320 · Travel	75.27	470.00	-394.73	16.02%	97.97	750.00	-652.03	13.06%
68330 · Training	0.00				0.00			
68300 · Travel and Meetings - Other	56.82				88.07			
Total 68300 · Travel and Meetings	132.09	710.00	-577.91	18.6%	186.04	1,162.50	-976.46	16.0%
69060 · Program Services	107,253.53	320,000.00	-212,746.47	33.52%	111,540.76	427,500.00	-315,959.24	26.09%
69500 · Miscellaneous	0.00				0.00			
Total Expense	121,928.33	349,513.67	-227,585.34	34.89%	149,305.11	474,922.73	-325,617.62	31.44%
Net Ordinary Income	-121,928.33	132,847.00	-254,775.33	-91.78%	-149,305.11	135,337.22	-284,642.33	-110.32%
Net Income	-121,928.33	132,847.00	-254,775.33	-91.78%	-149,305.11	135,337.22	-284,642.33	-110.32%

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	PY 2017 Youth In				PY2018 Admin			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00	178,080.03	-178,080.03	0.0%	157,426.73			
48200 · Partner Grant Revenue	0.00				0.00			
48400 · RVWC Partner Shared Cost Income	0.00				0.00			
Total Income	0.00	178,080.03	-178,080.03	0.0%	157,426.73			
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
60950 · Line of Credit Interest	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00	2,036.43	-2,036.43	0.0%	7,987.87			
62140 · Legal Fees	0.00				1,620.00			
62150 · Outside Contract Services	0.00	500.00	-500.00	0.0%	0.00			
Total 62100 · Contract Services	0.00	2,536.43	-2,536.43	0.0%	9,607.87			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	720.00	1,110.00	-390.00	64.87%	1,380.00			
62891 · Rent-One Stop	0.00				0.00			
62895 · Equipment Other	43.08				0.00			
Total 62800 · Facilities and Equipment	763.08	1,110.00	-346.92	68.75%	1,380.00			
65000 · Operations								
65030 · Printing and Copying	85.93	118.54	-32.61	72.49%	147.52			
65040 · Supplies	337.76	92.50	245.26	365.15%	258.44			
65050 · Telephone, Telecommunications	36.00	228.75	-192.75	15.74%	69.03			
65051 · Information Technology	14.40				0.00			
65060 · Membership Dues	0.00				500.00			
65068 · Newspaper Ads	0.00				147.52			
Total 65000 · Operations	474.09	439.79	34.30	107.8%	1,122.51			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				2,237.00			
Total 65100 · Other Types of Expenses	0.00				2,237.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	13,979.12	21,527.39	-7,548.27	64.94%	13,802.94			
66002 · Fica Expense	0.00				0.00			
66014 · Benefits	3,944.33	5,228.01	-1,283.68	75.45%	3,570.09			
Total 66000 · Payroll Expenses	17,923.45	26,755.40	-8,831.95	66.99%	17,373.03			
66025 · Payroll Other	0.00				18,807.61			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	277.50	-277.50	0.0%	55.70			
68320 · Travel	32.09	470.00	-437.91	6.83%	167.61			
68330 · Training	0.00				114.54			
68300 · Travel and Meetings - Other	48.04				0.00			
Total 68300 · Travel and Meetings	80.13	747.50	-667.37	10.72%	337.85			
69060 · Program Services	21,591.41	122,500.00	-100,908.59	17.63%	0.00			
69500 · Miscellaneous	0.00				0.00			
Total Expense	40,832.16	154,089.12	-113,256.96	26.5%	50,865.87			
Net Ordinary Income	-40,832.16	23,990.91	-64,823.07	-170.2%	106,560.86			
Net Income	-40,832.16	23,990.91	-64,823.07	-170.2%	106,560.86			

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	PY2018 Adult				PY2018 Dislocated			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions		0.00				0.00		
Total 43400 · Direct Public Support		0.00				0.00		
45000 · Investments								
45030 · Interest-Savings, Short-term CD		0.00				0.00		
Total 45000 · Investments		0.00				0.00		
46000 · Rke Center Rent		0.00				0.00		
48000 · Federal Grants		0.00				0.00		
48200 · Partner Grant Revenue		0.00				0.00		
48400 · RVWC Partner Shared Cost Income		0.00				0.00		
Total Income		0.00				0.00		
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees		0.00				0.00		
60950 · Line of Credit Interest		0.00				0.00		
Total 60900 · Business Expenses		0.00				0.00		
62100 · Contract Services								
62110 · Accounting Fees		0.00				0.00		
62140 · Legal Fees		0.00				0.00		
62150 · Outside Contract Services		0.00				0.00		
Total 62100 · Contract Services		0.00				0.00		
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities		180.00				300.00		
62891 · Rent-One Stop		0.00				0.00		
62895 · Equipment Other		0.00				0.00		
Total 62800 · Facilities and Equipment		180.00				300.00		
65000 · Operations								
65030 · Printing and Copying		19.24				32.06		
65040 · Supplies		201.14				233.17		
65050 · Telephone, Telecommunications		9.00				15.00		
65051 · Information Technology		0.00				0.00		
65060 · Membership Dues		0.00				0.00		
65068 · Newspaper Ads		0.00				0.00		
Total 65000 · Operations		229.38				280.23		
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O		0.00				0.00		
Total 65100 · Other Types of Expenses		0.00				0.00		
65130 · Marketing		0.00				0.00		
65131 · Outreach		0.00				0.00		
66000 · Payroll Expenses								
66001 · Wages		1,736.79				4,426.06		
66002 · Fica Expense		0.00				0.00		
66014 · Benefits		459.92				1,190.31		
Total 66000 · Payroll Expenses		2,196.71				5,616.37		
66025 · Payroll Other		0.00				0.00		
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting		2.70				4.50		
68320 · Travel		21.86				36.44		
68330 · Training		14.94				24.90		
68300 · Travel and Meetings - Other		0.00				0.00		
Total 68300 · Travel and Meetings		39.50				65.84		
69060 · Program Services		88,052.70				72,105.90		
69500 · Miscellaneous		0.00				0.00		
Total Expense		90,698.29				78,368.34		
Net Ordinary Income		-90,698.29				-78,368.34		
Net Income		-90,698.29				-78,368.34		

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	PY2018 Youth In School				PY2018 Youth Out School			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 - Direct Public Support								
43410 - Corporate Contributions		0.00				0.00		
Total 43400 - Direct Public Support		0.00				0.00		
45000 - Investments								
45030 - Interest-Savings, Short-term CD		0.00				0.00		
Total 45000 - Investments		0.00				0.00		
46000 - Rke Center Rent		0.00				0.00		
48000 - Federal Grants		0.00				0.00		
48200 - Partner Grant Revenue		0.00				0.00		
48400 - RVWC Partner Shared Cost Income		0.00				0.00		
Total Income		0.00				0.00		
Expense								
60900 - Business Expenses								
60920 - Business Registration Fees		0.00				0.00		
60950 - Line of Credit Interest		0.00				0.00		
Total 60900 - Business Expenses		0.00				0.00		
62100 - Contract Services								
62110 - Accounting Fees		0.00				0.00		
62140 - Legal Fees		0.00				0.00		
62150 - Outside Contract Services		0.00				0.00		
Total 62100 - Contract Services		0.00				0.00		
62800 - Facilities and Equipment								
62890 - Rent, Parking, Utilities		270.00				570.00		
62891 - Rent-One Stop		0.00				0.00		
62895 - Equipment Other		0.00				0.00		
Total 62800 - Facilities and Equipment		270.00				570.00		
65000 - Operations								
65030 - Printing and Copying		28.85				60.92		
65040 - Supplies		50.57				106.75		
65050 - Telephone, Telecommunications		13.50				28.47		
65051 - Information Technology		0.00				0.00		
65060 - Membership Dues		0.00				0.00		
65068 - Newspaper Ads		0.00				0.00		
Total 65000 - Operations		92.92				196.14		
65100 - Other Types of Expenses								
65120 - Insurance - Liability, D and O		0.00				0.00		
Total 65100 - Other Types of Expenses		0.00				0.00		
65130 - Marketing		0.00				0.00		
65131 - Outreach		0.00				0.00		
66000 - Payroll Expenses								
66001 - Wages		0.00				0.00		
66002 - Fica Expense		0.00				0.00		
66014 - Benefits		0.00				0.00		
Total 66000 - Payroll Expenses		0.00				0.00		
66025 - Payroll Other		0.00				0.00		
68300 - Travel and Meetings								
68310 - Conference, Convention, Meeting		4.05				8.55		
68320 - Travel		32.80				69.24		
68330 - Training		22.41				47.31		
68300 - Travel and Meetings - Other		0.00				0.00		
Total 68300 - Travel and Meetings		59.26				125.10		
69060 - Program Services		0.00				0.00		
69500 - Miscellaneous		0.00				0.00		
Total Expense		422.18				891.24		
Net Ordinary Income		-422.18				-891.24		
Net Income		-422.18				-891.24		

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Rke Center Rent				RVWC			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	223,212.23	229,363.10	-6,150.87	97.32%	0.00			
48000 · Federal Grants	0.00				0.00			
48200 · Partner Grant Revenue	0.00				0.00			
48400 · RVWC Partner Shared Cost Income	0.00				16,537.81			
Total Income	223,212.23	229,363.10	-6,150.87	97.32%	16,537.81			
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
60950 · Line of Credit Interest	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00			
62140 · Legal Fees	0.00				0.00			
62150 · Outside Contract Services	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	0.00				0.00			
62891 · Rent-One Stop	184,245.12	229,363.10	-45,117.98	80.33%	0.00			
62895 · Equipment Other	0.00				0.00			
Total 62800 · Facilities and Equipment	184,245.12	229,363.10	-45,117.98	80.33%	0.00			
65000 · Operations								
65030 · Printing and Copying	0.00				3,648.52			
65040 · Supplies	0.00				1,039.17			
65050 · Telephone, Telecommunications	0.00				13,106.31			
65051 · Information Technology	0.00				0.00			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	0.00				17,794.00			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				183.00			
Total 65100 · Other Types of Expenses	0.00				183.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	0.00				0.00			
66002 · Fica Expense	0.00				0.00			
66014 · Benefits	0.00				0.00			
Total 66000 · Payroll Expenses	0.00				0.00			
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00				0.00			
68320 · Travel	0.00				0.00			
68330 · Training	0.00				0.00			
68300 · Travel and Meetings - Other	0.00				0.00			
Total 68300 · Travel and Meetings	0.00				0.00			
69060 · Program Services	0.00				4,182.19			
69500 · Miscellaneous	0.00				0.00			
Total Expense	184,245.12	229,363.10	-45,117.98	80.33%	22,159.19			
Net Ordinary Income	38,967.11	0.00	38,967.11	100.0%	-5,621.38			
Net Income	38,967.11	0.00	38,967.11	100.0%	-5,621.38			

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
 July 2018 through March 2019

	TAP SWIFTSTART				United Way			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	18,834.12	13,500.00	5,334.12	139.51%	0.00			
48200 · Partner Grant Revenue	0.00				5,710.82	36,000.00	-30,289.18	15.86%
48400 · RVWC Partner Shared Cost Income	0.00				0.00			
Total Income	18,834.12	13,500.00	5,334.12	139.51%	5,710.82	36,000.00	-30,289.18	15.86%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
60950 · Line of Credit Interest	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	80.33	72.07	8.26	111.46%	0.00	192.17	-192.17	0.0%
62140 · Legal Fees	0.00				0.00			
62150 · Outside Contract Services	0.00				0.00			
Total 62100 · Contract Services	80.33	72.07	8.26	111.46%	0.00	192.17	-192.17	0.0%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	120.00	390.00	-270.00	30.77%	922.00	150.00	772.00	614.67%
62891 · Rent-One Stop	0.00				0.00			
62895 · Equipment Other	3.59				3.59			
Total 62800 · Facilities and Equipment	123.59	390.00	-266.41	31.69%	925.59	150.00	775.59	617.06%
65000 · Operations								
65030 · Printing and Copying	13.58	41.25	-27.67	32.92%	14.04	16.02	-1.98	87.64%
65040 · Supplies	17.80	32.50	-14.70	54.77%	12.97	12.50	0.47	103.76%
65050 · Telephone, Telecommunications	6.00	54.75	-48.75	10.96%	6.00	48.75	-42.75	12.31%
65051 · Information Technology	1.20				1.20			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	38.58	128.50	-89.92	30.02%	34.21	77.27	-43.06	44.27%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	1,866.66	6,509.24	-4,642.58	28.68%	2,294.81	3,806.25	-1,511.44	60.29%
66002 · Fica Expense	54.58				0.00			
66014 · Benefits	472.96	1,836.87	-1,363.91	25.75%	648.54	706.49	-57.95	91.8%
Total 66000 · Payroll Expenses	2,394.20	8,346.11	-5,951.91	28.69%	2,943.35	4,512.74	-1,569.39	65.22%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.90	97.50	-96.60	0.92%	0.45	37.50	-37.05	1.2%
68320 · Travel	9.66	140.00	-130.34	6.9%	6.03	100.00	-93.97	6.03%
68330 · Training	4.98				2.49			
68300 · Travel and Meetings - Other	4.00				10.39			
Total 68300 · Travel and Meetings	19.54	237.50	-217.96	8.23%	19.36	137.50	-118.14	14.08%
69060 · Program Services	0.00				15,266.73	30,000.00	-14,733.27	50.89%
69500 · Miscellaneous	0.00				0.00			
Total Expense	2,656.24	9,174.18	-6,517.94	28.95%	19,189.24	35,069.68	-15,880.44	54.72%
Net Ordinary Income	16,177.88	4,325.82	11,852.06	373.98%	-13,478.42	930.32	-14,408.74	-1,448.79%
Net Income	16,177.88	4,325.82	11,852.06	373.98%	-13,478.42	930.32	-14,408.74	-1,448.79%

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
 July 2018 through March 2019

	Working Families Grant(WIF)				Total unclassified			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00	0.00	0.00	0.0%
Total 43400 · Direct Public Support	0.00				0.00	0.00	0.00	0.0%
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00	0.00	0.00	0.0%
Total 45000 · Investments	0.00				0.00	0.00	0.00	0.0%
46000 · Rke Center Rent	0.00				0.00	0.00	0.00	0.0%
48000 · Federal Grants	113,723.83	421,314.60	-307,590.77	26.99%	0.00	0.00	0.00	0.0%
48200 · Partner Grant Revenue	0.00				0.00	0.00	0.00	0.0%
48400 · RVWC Partner Shared Cost Income	0.00				0.00	0.00	0.00	0.0%
Total Income	113,723.83	421,314.60	-307,590.77	26.99%	0.00	0.00	0.00	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00	0.00	0.00	0.0%
60950 · Line of Credit Interest	0.00				0.00	0.00	0.00	0.0%
Total 60900 · Business Expenses	0.00				0.00	0.00	0.00	0.0%
62100 · Contract Services								
62110 · Accounting Fees	428.40				0.00	0.00	0.00	0.0%
62140 · Legal Fees	0.00				0.00	0.00	0.00	0.0%
62150 · Outside Contract Services	0.00				0.00	0.00	0.00	0.0%
Total 62100 · Contract Services	428.40				0.00	0.00	0.00	0.0%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	4,329.06	5,149.54	-820.48	84.07%	0.00	0.00	0.00	0.0%
62891 · Rent-One Stop	0.00				0.00	0.00	0.00	0.0%
62895 · Equipment Other	750.53				0.00	0.00	0.00	0.0%
Total 62800 · Facilities and Equipment	5,079.59	5,149.54	-69.95	98.64%	0.00	0.00	0.00	0.0%
65000 · Operations								
65030 · Printing and Copying	61.73	80.09	-18.36	77.08%	0.00	0.00	0.00	0.0%
65040 · Supplies	496.12	62.50	433.62	793.79%	0.00	0.00	0.00	0.0%
65050 · Telephone, Telecommunications	27.00	153.75	-126.75	17.56%	0.00	0.00	0.00	0.0%
65051 · Information Technology	7.20				0.00	0.00	0.00	0.0%
65060 · Membership Dues	0.00				0.00	0.00	0.00	0.0%
65068 · Newspaper Ads	0.00				0.00	0.00	0.00	0.0%
Total 65000 · Operations	592.05	296.34	295.71	199.79%	0.00	0.00	0.00	0.0%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00	0.00	0.00	0.0%
Total 65100 · Other Types of Expenses	0.00				0.00	0.00	0.00	0.0%
65130 · Marketing	149.98	12,000.00	-11,850.02	1.25%	0.00	0.00	0.00	0.0%
65131 · Outreach	0.00				0.00	0.00	0.00	0.0%
66000 · Payroll Expenses								
66001 · Wages	6,724.88	14,797.49	-8,072.61	45.45%	0.00	0.00	0.00	0.0%
66002 · Fica Expense	0.00				0.00	0.00	0.00	0.0%
66014 · Benefits	1,900.54	3,532.44	-1,631.90	53.8%	0.00	0.00	0.00	0.0%
Total 66000 · Payroll Expenses	8,625.42	18,329.93	-9,704.51	47.06%	0.00	0.00	0.00	0.0%
66025 · Payroll Other	547.60	1,200.00	-652.40	45.63%	0.00	0.00	0.00	0.0%
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	3.15	187.50	-184.35	1.68%	0.00	0.00	0.00	0.0%
68320 · Travel	39.79	350.00	-310.21	11.37%	0.00	0.00	0.00	0.0%
68330 · Training	17.43				0.00	0.00	0.00	0.0%
68300 · Travel and Meetings - Other	17.63				0.00	0.00	0.00	0.0%
Total 68300 · Travel and Meetings	78.00	537.50	-459.50	14.51%	0.00	0.00	0.00	0.0%
69060 · Program Services	111,248.59	267,790.00	-156,541.41	41.54%	0.00	0.00	0.00	0.0%
69500 · Miscellaneous	0.00				0.00	0.00	0.00	0.0%
Total Expense	126,749.63	305,303.31	-178,553.68	41.52%	0.00	0.00	0.00	0.0%
Net Ordinary Income	-13,025.80	116,011.29	-129,037.09	-11.23%	0.00	0.00	0.00	0.0%
Net Income	-13,025.80	116,011.29	-129,037.09	-11.23%	0.00	0.00	0.00	0.0%

Western Virginia Workforce Development Board
Profit & Loss Budget vs. Actual
 July 2018 through March 2019

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 04/30/2019
 Accrual Basis

	TOTAL			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support				
43410 · Corporate Contributions	250.00	0.00	250.00	100.0%
Total 43400 · Direct Public Support	250.00	0.00	250.00	100.0%
45000 · Investments				
45030 · Interest-Savings, Short-term CD	30.34	0.00	30.34	100.0%
Total 45000 · Investments	30.34	0.00	30.34	100.0%
46000 · Rke Center Rent	223,212.23	229,363.10	-6,150.87	97.32%
48000 · Federal Grants	880,731.48	2,544,144.65	-1,663,413.17	34.62%
48200 · Partner Grant Revenue	5,710.82	36,000.00	-30,289.18	15.86%
48400 · RVWC Partner Shared Cost Income	16,537.81	0.00	16,537.81	100.0%
Total Income	1,126,472.68	2,809,507.75	-1,683,035.07	40.1%
Expense				
60900 · Business Expenses				
60920 · Business Registration Fees	25.00	0.00	25.00	100.0%
60950 · Line of Credit Interest	42.38	0.00	42.38	100.0%
Total 60900 · Business Expenses	67.38	0.00	67.38	100.0%
62100 · Contract Services				
62110 · Accounting Fees	8,925.00	8,925.00	0.00	100.0%
62140 · Legal Fees	1,695.00	500.00	1,195.00	339.0%
62150 · Outside Contract Services	0.00	5,000.00	-5,000.00	0.0%
Total 62100 · Contract Services	10,620.00	14,425.00	-3,805.00	73.62%
62800 · Facilities and Equipment				
62890 · Rent, Parking, Utilities	17,380.13	29,833.09	-12,452.96	58.26%
62891 · Rent-One Stop	184,245.12	229,363.10	-45,117.98	80.33%
62895 · Equipment Other	1,087.96	0.00	1,087.96	100.0%
Total 62800 · Facilities and Equipment	202,713.21	259,196.19	-56,482.98	78.21%
65000 · Operations				
65030 · Printing and Copying	4,685.21	1,281.08	3,404.13	365.72%
65040 · Supplies	16,649.18	1,000.00	15,649.18	1,664.92%
65050 · Telephone, Telecommunications	13,556.31	2,100.00	11,456.31	645.54%
65051 · Information Technology	205.03	0.00	205.03	100.0%
65060 · Membership Dues	915.00	5,480.50	-4,565.50	16.7%
65068 · Newspaper Ads	147.52	0.00	147.52	100.0%
Total 65000 · Operations	36,158.25	9,861.58	26,296.67	366.66%
65100 · Other Types of Expenses				
65120 · Insurance - Liability, D and O	3,469.00	2,500.00	969.00	138.76%
Total 65100 · Other Types of Expenses	3,469.00	2,500.00	969.00	138.76%
65130 · Marketing	10,498.71	34,998.00	-24,499.29	30.0%
65131 · Outreach	250.00	0.00	250.00	100.0%
66000 · Payroll Expenses				
66001 · Wages	137,061.18	209,809.93	-72,748.75	65.33%
66002 · Fica Expense	54.58	0.00	54.58	100.0%
66014 · Benefits	38,280.39	56,519.01	-18,238.62	67.73%
Total 66000 · Payroll Expenses	175,396.15	266,328.94	-90,932.79	65.86%
66025 · Payroll Other	43,394.53	59,316.00	-15,921.47	73.16%
68300 · Travel and Meetings				
68310 · Conference, Convention, Meeting	80.00	3,000.00	-2,920.00	2.67%
68320 · Travel	892.20	4,000.00	-3,107.80	22.31%
68330 · Training	249.00	0.00	249.00	100.0%
68300 · Travel and Meetings - Other	1,089.31	0.00	1,089.31	100.0%
Total 68300 · Travel and Meetings	2,310.51	7,000.00	-4,689.49	33.01%
69060 · Program Services	721,265.07	1,543,139.11	-821,874.04	46.74%
69500 · Miscellaneous	6.75	0.00	6.75	100.0%
Total Expense	1,206,149.56	2,196,764.82	-990,615.26	54.91%
Net Ordinary Income	-79,676.88	612,742.93	-692,419.81	-13.0%
Net Income	-79,676.88	612,742.93	-692,419.81	-13.0%

Workforce Innovation and Opportunity Act (WIOA) Performance Report
Participant Goals

Adult Program

Participants Served Goals	
Carryover Participants	48
New Enrollment Goal	152
Total Participant Goal	200

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	9	57	6%
August	9	66	12%
September	20	86	25%
October	14	100	34%
November	23	123	49%
December	11	134	57%
January	8	142	62%
February	4	146	64%
March	6	152	68%
April	5	157	72%
May			
June			

Participants by Locality		
Locality	Number	%
Alleghany County	5	1%
Botetourt County	2	10%
Covington City	7	4%
Craig County	2	0%
Franklin County	21	21%
Roanoke City	54	51%
Roanoke County	15	10%
Salem City	3	4%

Dislocated Worker Program

Participants Served Goals	
Carryover Participants	25
New Enrollment Goal	65
Total Participant Goal	90

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	5	30	8%
August	7	37	18%
September	3	40	23%
October	8	48	35%
November	6	54	45%
December	5	59	52%
January	6	65	62%
February	4	69	68%
March	10	79	83%
April	16	95	108%
May			
June			

Participants by Locality		
Locality	Number	%
Alleghany County	2	3%
Botetourt County	6	16%
Covington City	3	6%
Craig County	2	0%
Franklin County	14	16%
Roanoke City	22	39%
Roanoke County	17	16%
Salem City	4	3%

Youth Program

Participants Served Goals	
Carryover Participants	38
New Enrollment Goal	77
Total Participant Goal	115

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	1	39	1%
August	10	49	14%
September	0	49	14%
October	9	58	26%
November	3	61	30%
December	3	64	34%
January	3	67	38%
February	7	74	47%
March	5	79	53%
April	5	84	60%
May			
June			

Participants by Locality		
Locality	Number	%
Alleghany County	2	4%
Botetourt County	1	4%
Covington City	0	0%
Craig County	0	0%
Franklin County	13	19%
Roanoke City	18	50%
Roanoke County	10	19%
Salem City	2	4%

*as of April 30, 2019 - 83% through the Program Year

Workforce Innovation and Opportunity Act (WIOA) Performance Report
Financial Expenditure Goals

Adult Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$400,000.00		\$215,636.60			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$12,511.06	3%	\$135.00	\$0.00	0%	0%
August	\$13,192.28	6%	\$200.00	\$0.00	0%	0%
September	\$33,333.25	15%	\$10,878.00	\$0.00	5%	5%
October	\$40,983.94	25%	\$13,653.72	\$0.00	12%	12%
November	\$49,871.47	37%	\$28,908.00	\$0.00	25%	25%
December	\$67,559.22	54%	\$48,175.61	\$0.00	47%	47%
January	\$27,676.01	61%	\$13,808.05	\$21,627.72	54%	64%
February	\$20,273.65	66%	\$7,785.75	\$17,607.72	57%	75%
March	\$8,376.73	68%	\$1,795.00	\$13,450.00	58%	64%
April*	\$18,419.38	73%	\$12,958.72	\$13,450.00	64%	70%
May						
June						

Dislocated Worker Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$310,000.00		\$172,210.71			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$10,339.20	3%	\$0.00	\$0.00	0%	0%
August	\$15,871.77	8%	\$5,300.00	\$0.00	3%	3%
September	\$17,347.34	14%	\$5,742.00	\$0.00	6%	6%
October	\$24,150.85	22%	\$13,966.78	\$0.00	15%	15%
November	\$21,225.84	29%	\$11,300.00	\$0.00	21%	21%
December	\$52,782.11	46%	\$40,643.75	\$0.00	45%	45%
January	\$25,904.25	54%	\$14,979.00	\$13,340.06	53%	61%
February	\$15,796.01	59%	\$6,550.15	\$4,548.75	57%	60%
March	\$22,105.43	66%	\$3,749.81	\$3,310.75	59%	61%
April*	\$18,922.58	72%	\$5,087.68	\$3,310.75	62%	64%
May						
June						

Youth Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$520,000.00		\$184,461.11			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$18,970.54	4%	\$0.00	\$0.00	0%	0%
August	\$15,858.02	7%	\$0.00	\$0.00	0%	0%
September	\$7,079.27	8%	\$889.00	\$0.00	0%	0%
October	\$15,226.10	11%	\$4,235.00	\$0.00	3%	3%
November	\$19,019.69	15%	\$9,474.16	\$0.00	8%	8%
December	\$34,847.38	21%	\$21,049.00	\$0.00	19%	19%
January	\$17,971.76	25%	\$6,975.00	\$3,200.00	23%	25%
February	\$15,979.89	28%	\$595.00	\$0.00	23%	23%
March	\$13,143.88	30%	\$624.99	\$0.00	24%	26%
April*	\$29,718.91	36%	\$1,181.17	\$0.00	24%	24%
May						
June						

Financial Expenditure Requirements Performance (as of 3/31/19)

Requirement: A minimum of 40% of total expenditures must be spent on Training activities

Total VVWDB Adult & Dislocated Worker Expenditures	\$25,555.38
Total Ross Adult & Dislocated Worker Expenditures	\$479,300.41
Total Ross Adult & Dislocated Worker Training Expenditures	\$227,570.62
% Training Expenditures	45%

Requirement: A minimum of 75% of Youth Expenditures must be on Out-of-School (OS) Youth

	\$	%
Total VVWDB IS Youth Expenditures	\$19,662.93	
Total VVWDB OS Youth Expenditures	\$38,655.59	
Total Ross IS Youth Expenditures	\$21,591.41	
Total Ross OS Youth Expenditures	\$111,540.76	
Total IS Youth Expenditures	\$41,254.34	22%
Total OS Youth Expenditures	\$150,196.35	78%

Requirement: A minimum of 20% of Youth expenditures must be for Work Experience activities

	\$	%
Total VVWDB Youth Expenditures	\$58,318.52	
Total Ross Youth Expenditures	\$133,132.17	
Total Work Experience Expenditures	\$20,322.57	11%

*using tentative figures for April 2019, as invoice from Ross has not been finalized as of the date of this report



BLUE RIDGE REGION

Western Virginia Workforce Development Board
Financial Operations Manual

Contents

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Introduction

Purpose of Manual

The Western Virginia Workforce Development Board (WVWDB) Financial Operations Manual is the official document of the WVWDB for the conduct of business, accounting, and administration for grants. The purpose of the Financial Operations Manual is to provide detailed information on the financial and operational management of the WVWDB. This manual constitutes all current fiscal policies and standards developed by the WVWDB through the time of issuance.

Policy of Administration

The members of the WVWDB, in conjunction with the Chief Local Elected Officials (CLEO) for WIOA Title I funding, are responsible for making policy for the WVWDB. The Director of Workforce Development (Director), of the WVWDB, is responsible for implementing policies set by the members of the WVWDB and for maintaining proper operational control, in a way that minimizes risk to the organization. The Director shall have signatory authority for the WVWDB, or in his/her absence, an Officer (Chairman or Treasurer) of the WVWDB, as well as the Chair and Treasurer of the WVWDB, in case of the Director's absence.

~~*WIOA Grant Recipient and Fiscal Agent*~~

~~The WVWDB was created to administer federal Workforce Innovation and Opportunity Act (WIOA) Department of Labor grant funds. The majority of the WVWDB's funds are from WIOA. WIOA funds are allocated, by the Virginia Community College System, to the City of Roanoke, who serves as grant recipient for WIOA funds in Local Workforce Investment Area III of Virginia. The City of Roanoke has designated the Roanoke Valley Alleghany Regional Commission (RVARC) to serve as Fiscal Agent for the WVWDB. A Fiscal Agent agreement dated August 17, 2015 defines the responsibilities of the RVARC and the WVWDB (see Chapter VII).~~

Tax and Business Operations

Ethics

The WVWDB's Officers, employees, WVWDB-Board members and/or agents may not solicit or accept gratuities, favors, or anything of monetary value from any present or potential third-party contractor or sub-recipient or agent. The WVWDB's Officers, employees, WVWDB-Board members and/or agents may not use their positions in a manner that creates a real or apparent personal or organizational conflict or interest or personal gain. Each WVWDB Officer, employee, Board member, and/or agent must adhere to the WVWDB's Conflict of Interest policy and complete all required forms, if applicable.

Background Checks

~~A professional pre-employment background check shall be conducted on any final candidates for WVWDB positions. This background check is performed by the RVARC.~~

Disadvantaged Business Enterprises

It is the policy of the WVWDB that Disadvantaged Business Enterprises (DBEs) ~~as defined in 49 CFR Part 26~~, shall have equal opportunity to participate in the performance of contracts financed in whole or in

part with Federal funds. (www.dmb.virginia.gov) The WVVWDB shall take all necessary and reasonable steps in accordance with 49 CFR Part 26, as amended, to ensure DBEs have equal opportunity to compete for and perform contracts. The WVVWDB shall not discriminate on the basis of race, color, religion, gender, national origin, age, disability, political affiliation or belief, or citizenship, as well as any other classes protected by federal law ~~or sex~~ in the award and performance of contracts.

Tax Exempt Status Determination

The WVVWDB was formed on October 22, 2002 and obtained tax exempt status from the Internal Revenue Service on October 25, 2005. The WVVWDB is classified as a 501(c)(3) Public Charity 509(a)(2). Contributions made to WVVWDB for exclusively public purposes are deductible by donors as provided in Section 170 of the Code. The WVVWDB is required to file federal tax Form 990 annually. WVVWDB is exempt from Federal Unemployment Tax. All other employer employment taxes are handled by the RVARC on the WVVWDB's behalf.

State Sales Tax

The WVVWDB is exempt from paying most sales tax to the Commonwealth of Virginia.

Property Tax

The WVVWDB is exempt from paying property tax to the City of Roanoke.

Federal Identification Number

The federal identification number of the WVVWDB is 65-1163605.

Dun & Bradstreet Universal Numbering System (DUNS)

As required by the Office of Budget and Management for all applicants of Federal funds, the WVVWDB's DUNS number is 144898207.

WIOA Title I Grant Recipient and Fiscal Agent

The WVVWDB was created to administer federal funds provided by the U.S. Department of Labor – Employment and Training Administration through the Workforce Innovation and Opportunity Act (WIOA) Department of Labor grant funds Title I. The majority of the WVVWDB's funds are from WIOA, but from time to time, the WVVWDB may receive additional discretionary federal, state, and/or local funds. WIOA Title I funds are allocated, by the Virginia Community College System, (VCCS) to the City of Roanoke, who serves as Grant Recipient for WIOA Title I funds in Local Workforce Investment Development Area III of the Commonwealth of Virginia. The City of Roanoke CLEO has designated the Roanoke Valley-Alleghany Regional Commission (RVARC) to serve as Fiscal Agent for the WVVWDB. A The Fiscal Agent agreement dated August 17, 2015 defines the responsibilities of the RVARC and the WVVWDB (see Chapter VII).

Attorney

Mary-Ellen Goodlatte
Glenn Feldmann Goodlatte & Darby
37 Campbell Ave., SW
Roanoke, VA 24011

540-224-8000

Auditing Firm on Contract

Robinson Farmer & Cox
108 South Park Drive
Blacksburg, VA 24060
540-552-7322

(Contract was bid out in the fall of 2015) Audit Services are competitively procured every three years per federal Uniform Grant Guidance.

Contracts

Executive Limits

The members of the WVVWDB, in conjunction with the CLEO, shall establish and maintain a annual goals and objectives Local Plan for the WVVWDB for the LWDA that ~~shall will~~ be updated and reviewed on a regular basis. ~~This plan shall outline the mission of the WVVWDB.~~ It is the responsibility of the Director to achieve the goals and objectives established by the members of the WVVWDB and CLEO. The Director is expected to use whatever methods that will best achieve the agreed upon goals and objectives using the adopted strategies and tasks as outlined in strategic plans, the 5-year Local Plan, and/or grant performance requirements. When implementing activities in order to reach the goals and objectives, the following applies:

1. The Director may neither cause nor allow any organizational practice that is illegal, financially imprudent, unethical or inconsistent with the guiding principles of the WVVWDB.
2. The Director may neither cause nor permit any practices which result in the unrestricted net assets balance falling below \$10,000, excluding funds being used to cover reimbursable costs, without Board Chair ~~and/or Treasurer~~ CLEO Chair approval.
3. The Director may neither cause nor permit the WVVWDB to incur debt without gaining WVVWDB approval.
4. The Director may neither cause nor permit practices which result in the failure to normally reimburse vendors within thirty days of receipt of accurate or timely invoices.
5. The Director may neither cause nor allow annual operating plans to be created with are inconsistent with financial resources or which reflect a deficit.
6. The Director may neither cause nor allow policies which provide advantages to staff or members of the WVVWDB at the expense of future staff or members of the WVVWDB.

Grants

Only the Director, or in his/her absence, ~~an officer~~ the Chair of the WVVWDB, shall have the authority to enter into grant agreements on behalf of the WVVWDB. Current year grant documents shall be kept in the WVVWDB offices with copies provided to the designated fiscal agent. Copies will be made available to the Grant Recipient as needed/requested. ~~finance office.~~ These documents shall include for each grant: the proposal; the award documentation with revisions; the contract; all necessary financial and programmatic work papers; reports; and any relevant correspondence.

Property and Equipment Leases and Equipment Purchases

Leases for real property may be entered into by the Director with the permission of the members of the WVVWDB and CLEO. The Director may enter into leases for equipment that are below five thousand dollars (\$5,000.00). Any equipment lease commitment over five thousand dollars (\$5,000.00) must be approved by the members of the WVVWDB and CLEO. Any purchase of equipment over five thousand dollars (\$5,000.00), that will be paid for with Department of Labor WIOA Title I funds, must be approved by prior written approval by the Virginia Community College System-VCCS per VWL-16-08.

Consultants

The Director may hire consultants, as may be necessary, to accomplish the goals of the WVVWDB. Such arrangements will be allowed if budgeted or if approved by the WVVWDB and CLEO.

Subawards

The WVVWDB, in conjunction with the CLEO, may choose to award funding to vendors, contractors, and/or subrecipients to operate WIOA Title I and other discretionary programs. In order to meet federal requirements for subawards and subrecipients, the WVVWDB will adhere to 2 CFR 200.331 regarding requirements for pass-through entities, 2 CFR 200.207 regarding specific conditions for subawards and subrecipients, and 2 CFR 200.338 regarding monitoring and non-compliance.

Monitoring

The WVVWDB is responsible for oversight of the operations of Federal award supported activities. The WVVWDB will monitor financial and programmatic activities of sub recipients. Monitoring includes on-sites visits, receiving and analyzing of financial and performance reports and seeking additional pertinent information necessary. Certain monitoring activities may be conducted by a third-party consultant, under contract with the WVVWDB.

If the WVVWDB finds that a subrecipient is not in compliance with grant performance, fiscal, or operational requirements, following 2 CFR 200.338, the WVVWDB will implement applicable remedies for noncompliance. This could include, but is not limited to, disallowed costs, withholding of reimbursement/cash payments, and/or termination of the award.

Insurances

Policy of Review

~~WVVWDB staff~~ The Director shall annually review all of the WVVWDB's insurance policies. Changes shall be approved by the Director ~~of Workforce Development~~.

Insurance Policy Records

Records, of the current policy(ies), shall be kept in the offices of the WVVWDB and the finance office of the fiscal agent. ~~Past~~ Records of previous policies shall be kept for at least seven years from the date of expiration in the archives of the WVVWDB.

Professional Liability Coverage

The WVVWDB shall obtain Non-Profit Directors and Officers and Employment Practice liability coverage to protect staff, WVVWDB members or anyone else who is working at the direction of the WVVWDB who become legally obligated to pay damages from an occurrence at \$1,000,000 per occurrence limit with no deductible. Straus, Itzkowitz, & LeCompte provides the WVVWDB with its Professional Liability Insurance and Employment Practice Liability Insurance; the policy number is NDO1056079H.

Business Liability Coverage

The WVVWDB's insurance carrier, for business liability coverage is The Hartford. This policy includes personal property, data breach, hired/non-owned auto, and many other stretch coverages pertaining to business liability; the policy number is 14SBARG1061. This coverage also pertains to the business liability coverage for the Virginia Career Works – Roanoke Center located at 3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019.

Worker Compensation Insurance

Worker Compensation Insurance is maintained by the RVARC for WVVWDB employees.

Safety Coordinator Responsibilities

A Safety Coordinator is required to be designated by the Virginia Municipal Insurance Pool. The ~~S~~safety ~~e~~Coordinator shall be the ~~Director of Finance~~ Director of the fiscal agent, the RVARC. The responsibilities of the ~~s~~Safety Coordinator shall include writing, implementing and directing safety-related activities in order to reduce the overall frequency and severity of insurance claims.

The ~~Director of Finance~~ Director of the RVARC shall be responsible for maintaining an up-to-date Disaster Recovery Plan.

The ~~Director of Finance~~ Director of the RVARC shall also have the responsibility of calling all injured employees who are on Workers Compensation weekly and reporting the employee's medical progress and expected date of return to the Executive Director of the RVARC and Director of the WVVWDB.

ACCOUNTING STANDARDS

Policy of Separation of Duties

The WVVWDB will follow generally accepted accounting principles. It is the intention of the WVVWDB to provide appropriate checks and balances toward the most acceptable way of handling assets of the WVVWDB. Assets shall be handled as described in ~~Chapter VI~~ the Assets section of this document.

The Director, working with the fiscal agent ~~Finance Director~~, shall prepare the annual budget and budget revisions, as needed, and present ~~them~~ to the Finance Committee for comments. After all suggestions and changes have been incorporated, the Finance Committee will ~~ask the~~ recommend action to the WVVWDB. This action will also be taken to the CLEO for approval. ~~for adoption.~~ The annual budget and any changes to the budget must be approved by the WVVWDB and CLEO.

The Finance Director of the RVARC in coordination with the Program & Compliance Director will be responsible for the day-to-day management of all financial matters including cash receipts and disbursements, grant and financial reporting, and the computerized financial system.

The Finance ~~Committee will meet at least quarterly and the~~ Director shall be responsible for scheduling ~~Finance Committee~~ meetings including planning the agendas. ~~The Finance Director for the RVARC will be responsible for and~~ supplying relevant information ~~to include in meeting materials.~~ ~~The Director will approve the agenda.~~ The Treasurer ~~Finance Committee~~ will approve ~~the minutes~~ for all meetings. Records will be kept in the WVVWDB offices.

The Treasurer of the WVVWDB shall examine the ~~Budget to Actual R~~reports prior to the Finance Committee meetings. These include budget vs. actual reports, annual budget and budget modifications, and other related financial reports. All reports will be recommended for approval to the WVVWDB. ~~(which is a summary report of cash and income statement items and the bank reconciliations, with disbursements reports, which are prepared by the Finance Director using the QuickBooks Nonprofit software.~~

~~The WVVWDB members shall review the Budget to Actual Report. All questions will be answered at the Finance Committee or WVVWDB meetings.~~

~~An independent auditing firm will be engaged to perform the annual required audit.~~

Fiscal Year

The fiscal year of the WVVWDB shall be July 1 through June 30.

Chart of Accounts

The Finance Director ~~of the RVARC~~ shall maintain a chart of accounts, which is a listing of account numbers for budgetary cash receipts and cash disbursements, that relates to the operations of the WVVWDB. ~~An account number will be assigned to each line item in the general operation budget.~~ The Director will work with the Finance Director to ensure the chart of accounts aligns with reporting requirements.

Allocation of Expenses

All direct expenses will be charged to programs and grants as directed by the grants. Indirect costs are costs benefitting more than one cost objective and not readily assignable to ~~a cost objectives~~ in a manner that provides for equitable distribution. Indirect costs shall be allocated to programs based on percentage of time worked to programs or other applicable methods per Uniform Grant Guidance or other grant specific allocation methods. Indirect cost allocations will be reviewed and may be adjusted on a quarterly basis. ~~Percentage of program participant allocations may be used when costs are best allocated by this method.~~ The Director of Finance for RVARC, shall establish the Annual Leave rate which shall be based on direct salary charges and shall be revised as needed.

Monitoring

~~The WVVWDB is responsible for oversight of the operations of Federal award supported activities. The WVVWDB will monitor financial and programmatic activities of sub-recipients. Monitoring includes on-site visits, receipt and analyzing of financial and performance reports and seeking additional pertinent information necessary. Certain monitoring activities may be conducted by a third-party consultant, under contract with the WVVWDB.~~

Annual Audit

The WVVWDB members shall ~~engage contract with~~ an independent auditing firm to perform an annual ~~A-133~~ audit. The audit shall be based on compliance with Government Auditing Standards, Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (~~2011-2018~~ Revision) (Yellow Book), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (OMB Supercircular), 2_CFR 200 "Audits of States, Local Governments, and Non-Profit Organizations" (~~2015-2017~~ Version).

The auditing contract may be awarded for one year with the option to extend the contract two additional years. The audit contract must be put out for bid at least once every three years using ~~the approved RFP~~ an RFP approved by both the WVVWDB and the CLEO. Audit proposals must be reviewed by the Finance Committee who then recommends ~~adoption, of the chosen firm~~ negotiation for contract with the chosen firm to the full WVVWDB and CLEO.

The contracted auditing firm shall be kept informed of all financial issues that may have an effect on the upcoming audit. The auditor will attend a meeting of the Finance Committee, ~~in September, once the audit has been completed~~ to present the completed audit report.

STANDARD OPERATING PROCEDURES

Assets

Bank Accounts

Only the members of the WVVWDB and CLEO may approve the opening or changing of WVVWDB bank accounts through a resolution. The WVVWDB shall maintain one checking account, currently at ~~BB&T~~ American National Bank and Trust, and one interest earning account, currently at ~~BB&T~~ American National Bank and Trust. A Line of Credit may also be maintained by the WVVWDB, currently at American National Bank and Trust. Signatures on the bank accounts will be those of the ~~Officers of the WVVWDB, (Chairman, Vice Chairman, Treasurer)~~ Chair and Treasurer of the WVVWDB and the Director.

Checks require one signature from the above list. Bank statements, ~~from the bank~~, are to be forwarded to the Finance Director of the RVARC for review and reconciliation. Monthly bank reconciliations and statements will be approved by the Director and Treasurer. Unsigned, signed and blank checks shall be kept locked in the finance office of the RVARC until distribution. Blank checks shall be used in numerical order.

Investments

The WVVWDB does not have investments but, if the WVVWDB did have investments, only members of the WVVWDB may approve investments of the WVVWDB's excess cash. The WVVWDB shall invest excess cash on hand in secure accounts. The WVVWDB does, from time to time, have cash on hand that is not used for current operations and the Director and Finance Director of the RVARC may transfer cash from the WVVWDB operating account to the interest account as needed

Procurement

It is the policy of the WVVWDB to procure those items that are required to perform its mission following the City of Roanoke Procurement Manual which meets or exceeds the Virginia Public Procurement

Guidelines. A copy of City of Roanoke Procurement Manual is located on the city's website. Procurement will be made with complete impartiality based strictly on the merits of supplier and applicable related considerations such as delivery, quantity, etc. All purchases should be made in the best interest of the WVVWDB. Quality supplies and services should be obtained that will be delivered in a timely manner.

The Director shall have the authority to approve purchases that are within the framework of the annual budget. Prior approval, from the Director, is necessary before an employee may make purchases.

The ~~Executive Committee~~ WVVWDB and CLEO must approve expenditures outside of the annual budget.

Purchase Orders

Purchase Orders are to be obtained, from the ~~Finance~~ Director, for purchases needing to be made that are not otherwise purchased via contract. All Purchase Orders are to be signed by the staff member requesting the purchase and approved by the Director ~~prior to purchasing before purchase can be made~~. Contracts for purchases must be approved, by the Director, ~~before a purchase can be made prior to purchases being made~~. Approved Purchase Orders are given to the ~~Administrative Assistant Program & Compliance Director~~ who will match the Purchase Order with the invoice when received and forward the invoice to the Finance Director of the RVARC for recording in the general ledger. Approved contracts for purchases will be given to the Finance Director of the RVARC for filing.

Debt

The ~~officers of the~~ Chair of the WVVWDB and the Director may enter into loan arrangements on behalf of the WVVWDB. Any changes in debt financing must be approved by members of the WVVWDB.

Credit Cards

The WVVWDB has one credit card account. The Director shall use the BB&T Business Card and it shall be kept in his/her possession. ~~The staff shall use a copy of the Director's BB&T card and the card shall be kept in the finance office.~~ Receipts for every purchase are required to be turned in to the ~~finance office Director~~ immediately upon return.

Th~~ese~~ agency credit cards may only be used for pre-approved WVVWDB-related services and supplies. The employee shall give a receipt to the Finance Director of the RVARC when the credit card is returned to the Finance office. The employee will also write on the receipt the appropriate program to be charged. Employees will be responsible for the payment of unapproved expenditures.

The WVVWDB reserves the right to discontinue any credit card use privileges due to abuse. Abuse is considered to be any of the following:

- Purchases without receipts
- Purchases for non-approved services or supplies
- Not returning credit card to ~~Finance the Director's~~ office in a timely manner

The Director and the Finance Director of the RVARC, with the approval of the Director, may complete credit applications.

Cash Receipts

The ~~Administrative Assistant~~Director of the WVVWDB will receive either in person or through the mail all incoming cash receipts (cash, checks, and money orders) from grants, foundations, organizations and individuals. The ~~Administrative Assistant~~Director will stamp all checks “for deposit only” ~~and record all checks in the “Incoming Checks to WVVWDB” logbook. The logbook entries must include the name of the individual or grant source, date payment was received and amount of the cash receipt.~~

The ~~Administrative Assistant~~Director will make a copy of each payment received and give the copy to the ~~Finance Director~~Program & Compliance Director who will fill out a deposit slip. The ~~Administrative Assistant~~Communications Coordinator will take the bank deposit to the bank. ~~Deposit slips are kept in the checkbook in the Finance office.~~ The Finance Director and/or the Program & Compliance Director will code and then enter receipts into the general ledger.

Tracking ACH wire transfers to the WVVWDB’s checking account are the responsibility of the Finance Director. These deposits are accessed through the ~~Cash Manager Online of BB&T bank~~online portal of the American National Bank and Trust, by the Director, ~~and shall be monitored daily via BB&T email notices on daily balances, checks cleared and deposits received.~~

Cash Disbursements

The WVVWDB shall pay all invoices (bills) and requests for reimbursements in a timely manner. All invoices received will be reviewed by WVVWDB staff and approved and coded for payment by the Director. The approval signifies:

1. The items have been received or the service has been provided.
2. The expenditure is reasonable and necessary for proper and efficient operation.
3. If applicable, the expenditure is consistent with the policies, regulations and procedures that apply to any granting entity.

Once approved, the invoices will be delivered to the finance office of the fiscal agent. The Finance Director ~~of the RVARC will code and then will~~ enter the invoices into the general ledger. Checks or Requests for Electronic Payments shall be delivered to the Director, who will review the documentation and the checks/requests. The Director shall send electronic payments from the WVVWDB’s operating account. Checks shall be given to the ~~Administrative Assistant~~Communications Coordinator for distribution and/or mailing.

Travel Reimbursements

Employee travel outside of LWDA 3 must be approved by the Director before it can be taken. This is accomplished by completing the WVVWDB Travel Budget Form. Normal travel within LWDA3 for work activities does not have to be pre-approved.

All expenditures for travel such as rental car, rental car gas and /or mileage reimbursement, that an employee incurs, shall be accounted for on the ~~RVARC WVVWDB Travel Reimbursement Form~~ standard expense sheet. These forms should be submitted semi-monthly, with the time sheet, to the ~~RVARC Office Manager~~Director. All expenditures for travel such as hotel, parking, airfare, registration fees and meals, etc., an employee incurs shall be accounted for on the WVVWDB Travel Reimbursement Form.

Employees will be reimbursed for the use of their personal vehicles, at a rate ~~to be determined by RVARC~~ of 52 cents per mile but will never exceed the federal reimbursement rate. Employees are

allowed up to the federal per diem rates for meals and incidentals. All expenditures must have receipts and all expenses should be reported as actual. All travel forms must be signed by the employee and the Director.

Payroll

~~The~~ WVVWDB employees will be paid semi-monthly three days after the 15th day and last day of the month by ~~RVARC~~ the fiscal agent. Employees must complete federal and state withholding forms for payroll taxes. All appropriate taxes will be withheld.

All employees of the WVVWDB will be paid on the basis of completed semi-monthly time sheets. Full time employees will work a 37.5 hour workweek ~~with an hour unpaid lunch daily.~~ Time worked should be recorded on the time sheet. Information regarding accumulated annual, sick and personal leave taken should be completed. The ~~RVARC Office Manager~~ Director will check the time sheets and travel reimbursement requests for accuracy prior to submittal to the fiscal agent for processing. Time sheets of WVVWDB staff will be given signed by ~~to~~ the Director and RVARC Executive Director. for signature approval. ~~The RVARC Executive Director will approve the timesheet of the Director.~~ Approved time sheets will be filed in the Time sheet notebook in the RVARC Finance office.

All payroll taxes are remitted through ACH transfer.

All new employees are reported to the Virginia New Hire Reporting Center.

Employees may elect to have their pay check directly deposited into their checking, savings and loan repayment accounts.

Employees are enrolled in the Tax-Deferred Compensation Plan, of the RVARC, which meets the requirements of Section 457 of the Internal Revenue Code, after one year of service. Employees may have contributions deducted from their paychecks before income taxes are withheld. The amount deducted may not be more than allowed by the IRS per year.

Employees may make charitable contributions to the United Way through payroll deduction. These payroll deductions are after taxes have been applied.

Property and Equipment

The WVVWDB will maintain property and equipment in good operating order and maintain satisfactory records pertaining to the cost, use location and disposal of property and equipment. Any purchase of five thousand dollars (\$5,000) or more must be pre-approved by the state, if WIOA Title I grant funds are used. All property and equipment owned by the WVVWDB will be tracked on the WVVWDB Asset Sheet.

Grant Invoices and Financial Reports

The Finance Director of the RVARC, the Director, and/or the Program & Compliance Director of the WVVWDB will complete necessary invoices and financial reports for all grants. Records of such will be kept in the financial files and grant files in the office of the WVVWDB and the fiscal agent. ~~in the finance office.~~

Record Retention

The WVVWDB shall retain records according to the following schedule:

Administrative Assistant

1. Articles of Incorporation, amendments and bylaws (Permanently)
2. WVVWDB and committee minutes (Permanently)
3. Annual reports (Permanently)
- ~~4. Materials of historic value (Permanently)~~

~~5. Finance Director~~

1. Certificate of Incorporation (Permanently)
2. Property Records (Permanently)
3. Tax exemption documents and IRS rulings (Permanent)
4. Contracts and leases (5 years after expiration or termination)
5. General Ledgers (Permanently)
6. Original grant proposals, agreements, final grantee reports, all pertinent formal correspondence (5 years after completion of grant period)
7. Insurance certificates, insurance policies, including expired policies and claim files (7 years after expiration)
8. Retirement records by RVARC (Permanently)
9. Employee Handbooks by RVARC (Permanently)
10. Audit reports (Permanently)
11. Financial work papers (5 years after completed audit)
12. Employee personnel records (Termination + 7 years) by RVARC
13. Payroll tax records (7 years) by RVARC

~~CHAPTER VII: FISCAL AGENT AGREEMENT BETWEEN THE ROANOKE VALLEY ALLEGHANY REGIONAL COMMISSION (RVARC), THE WESTERN VIRGINIA WORKFORCE DEVELOPMENT BOARD (WVWDB), CHIEF LOCAL ELECTED OFFICIALS (CLEO) AND THE CITY OF ROANOKE, VIRGINIA (CRV)~~

~~On August 17, 2015, the RVARC entered into a contract with WVWDB, CLEO and RCV to provide and perform fiscal agent services for WVWDB. These services include, but are not limited to:~~

~~Receive, manage, and administer all Workforce Investment Opportunity Act (WIOA) funds;~~

~~Accept, maintain, disburse, account for and report all funds received on behalf of the WVWDB, CLEO and RCV;~~

~~Maintain appropriate financial records, including a general ledger that accounts for all funding obligations and expenditures by specific program;~~

~~Provide a preliminary Schedule of Federal Awards as soon as possible for each fiscal year;~~

~~Provide a set of audited financial statements to the WVWDB, CLEO and RCV within 60 days following the end of the fiscal year but no later than the first week of September.~~

~~RVARC shall also serve as payroll and benefits administrator for all employees of WVWDB.~~

~~More information on this agreement can be found in the contract.~~