



<b>Workforce Innovation and Opportunity Act (WIOA) Title I Policy</b>		
Subject: <b>Financial Reporting Policy</b>		
Number/Reference: <b>FP - 1</b>	Review Date: <b>7/1/2019</b>	Revision # <b>Original</b>

**Overview**

Purpose: To provide mandatory financial reporting instructions for reporting expenditures.

This policy applies to Local Workforce Development Boards (WDBs) and all subrecipients who receive Workforce Innovation and Opportunity Act (WIOA) grant funds from the Higher Education Coordinating Commission (HECC) Office of Workforce Investments (OWI).

**Policy Statement**

Local WDBs and subrecipients shall submit mandatory reports on a timely basis using HECC’s internet based electronic Financial Status Report (FSR) system. Failure to submit reports on a timely basis may result in immediate corrective action and possible delays in the processing of reimbursement requests.

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

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

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

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

The accurate and complete reports shall be submitted to HECC’s internet based electronic FSR system.

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

Local WDBs and subrecipients are required to report program income earned and expended as a result of grant activities on each FSR. Accounting systems must allow for program income earned and expended to be tracked for reporting purposes using the addition method (see Program Income Policy).

**Action(s)**

Local Workforce Development Boards and subrecipients must submit financial reports in accordance with this policy.

The Higher Education Coordinating Commission will monitor local WDBs for compliance.

## Contact

Questions regarding this policy should be sent to [HECC\\_OWI\\_WORKFORCE\\_POLICY@oregon.gov](mailto:HECC_OWI_WORKFORCE_POLICY@oregon.gov) .

## References

- Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128 Section 116
- WIOA Sections 185(c) and 185(e)
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule
- 29 CFR Part 681.590
- 29 CFR Part 683.200
- 29 CFR Part 683.300
- Training and Employment Guidance Letter No. 2-16