

Budget Modification

Effective: July 1, 2018

Background:

USDOL Comprehensive Financial Management Technical Assistance Guide (TAG); 29CFR Part97, 20CFR Part652, Workforce Innovation and Opportunity Act (WIOA).

WIOA requires Workforce Development Boards (WDB) to approve an annual budget for the One Stop. In addition, WDB's are further required to establish policy for budget modifications.

Policy:

- The WDB will approve an annual budget for the One Stop.
- A listing of training and supportive services costs will be included as an attachment to the budget for each funding stream. The Employment and Training Director and the Senior Accountant are provided the authority to move costs between line items within budget categories, but changes between budget categories (Wage/Fringe, Other Operating, Training/Supportive Services) require approval by the WDB.
- One Stop staff will track obligations and expenditures in relation to the WDB approved budgeted amounts. Amounts will be reported monthly to the WDB Director, and quarterly to the full WDB.
- Any modifications to the approved budget will require the approval of the WDB.

Definitions used in Budget/Budget Modifications:

Wage and Fringe: costs include staff wages and benefits (i.e. FICA, retirement, workers compensation, health, disability).

Other Operating Costs: include costs such as equipment (computers, printers), equipment repair/lease agreements, furniture, office supplies, staff mileage reimbursement, staff travel (transportation, hotel, conference fees), phones, postage, advertising costs and membership fees.

Program Costs: include costs such as on-the-job training, tuition payments for occupational skills training in the form of Individual Training Accounts (ITA's), work experience, supportive services, Metrix On-Line Learning/assessment services through NY Wired for Education contract.