



LOS ANGELES COUNTY

WIA Adult and Dislocated Worker DIRECTIVE

NUMBER: D-DWA-02-005

SUBJECT: Financial Reporting Forms

DATE: 08/04/02

EFFECTIVE DATE: Immediately

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TO: ALL LOS ANGELES COUNTY WIA SERVICE PROVIDERS

The purpose of this Directive is to transmit information regarding financial reporting requirements for the WIA Adult and Dislocated Worker Programs for Fiscal Year 2002-2003.

Each month, when submitting the attached **Invoice** and **Request for Cash** forms, you are required to include a copy of your agency's **General Ledger**. The contents of the Ledger must agree with the Invoice reporting period. County monitors will review the supporting documents for the items posted to the General Ledger during their monitoring visit at your site. In addition to the General Ledger, at the **close of each quarter**, you must prepare the attached **Quarterly Participant Report** and submit it with your monthly invoice due the 5th working day of the month following the end of the quarter.

- **Invoice-Monthly**
- **Request for Cash- Monthly**
- **General Ledger-Monthly**
- **Quarterly Participant Report- Quarterly**

Upon receipt of your Invoice, as stated in the 2002-03 WIA Adult and Dislocated Worker Contract, Standard Terms and Conditions, **SECTION §700 Fiscal Accountability, Subsection §703 Accounting:**

"The CONTRACTOR shall establish and maintain on a current basis an adequate accounting system in accordance with generally accepted accounting principles and standards. The CONTRACTOR should maintain their accounting system on an accrual basis of accounting"

Please note that your agency is required to submit **two originally signed copies** of the monthly Invoice and Request for Cash by the 5th working day of each month for the previous month's expenditures. Please submit all requests for payment to:

**County of Los Angeles
Community and Senior Services Department
WIA Employment & Training Programs
3303 Wilshire Boulevard, Suite 301
Los Angeles, CA 90010
Attention: Lorena Bautista**

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Copies of the Request for Cash, (Attachment A), Invoice, (Attachment B), and Quarterly Participant Report, (Attachment C), are included with this Directive. Copies of the Invoice and Request for Cash forms are also included in your 2002-03 WIA Adult and Dislocated Worker contract, **Exhibit E**.

If you have any questions regarding this Directive, please contact Lorena Bautista at (213) 738-3862 or by email at lbautist@co.la.ca.us.

Please forward a copy of this Directive to all staff involved with your fiscal activities and your subcontractors.

JOSIE MARQUEZ, Director
Employment and Training

Attachments