

Financial Overview Questionnaire

Please provide detailed answers to the following questions, as this will help us gain a better understanding of your local area.

1. Who is the current Grant Recipient or Fiscal Agent?
Pittsylvania County
2. Who manages procurement for the local area?
The Project Administrator has this responsibility while working closely with the executive director. We use our legal counsel and the procurement officer with Pittsylvania County to review prior to releasing the RFP.
3. When was the last audit conducted by an independent auditing firm? **6/30/2014**
 - a. Did the audit result in any findings that required further follow-up by the WIB? If yes, please describe. **The review of Workforce Investment Revenues disclosed that the revenues are being posted by the receipt of the EDI and never reconciled against the request. It was recommended that a reconciliation process be put in place to ensure that all funds requested are received and agree to the general ledger. No, Mallard and Mallard reconciles with the General Ledger monthly, and Reconciliation is done through the fiscal agent, Pittsylvania County, as part of their annual audit.**
4. Does the LWIA review their sub-contractors' A-133 audits (if applicable) as part of the local monitoring review? **Yes**
5. What financial system does the LWIA use to record all transactions?
QuickBooks
 - a. Does the system have the ability to provide an audit trail between supporting documentation and the financial reports? **Yes**
6. LWIA Budget
 - a. Are budgets approved by the WIB? **Yes**
 - b. Do One-Stops maintain a budget? **Yes, One Stop Operators maintain a budget.**
 - c. How often are the budgets reviewed and by whom? **Financial statements are vetted monthly by the finance committee and reported to the board every other month and CLEOs and Youth Council quarterly.**
 - d. Is spending above allotted budget amounts allowable? **No, not above the total budget.**
 - i. If yes, what procedures/protocols are required to manage spending of grant funds?

7. Are all bank accounts reconciled monthly? By whom? **The fiscal agent (Pittsylvania County) handles all cash and there is no separate bank account.**
8. How many signatures are required on checks? **Three** By whom? **The clerk of the Pittsylvania County Board of Supervisors, chairman of the board of supervisors and the Treasurer of Pittsylvania County.**
9. Who has signatory authority to submit the Monthly Expenditure Reports and Cash Reimbursement Schedules? **The Executive Director**
10. Describe the review process for expenditure invoices or other supporting documentation requiring approval. **From contractors (One Stop Operators and Youth Service Providers), requests for reimbursement are submitted to the WPWIB's executive director. She reviews and forwards to Mallard & Mallard CPAs to process. After the processing, executive director reviews again and signs off on the request. For WPWIB administrative expenses and unobligated program expenses, the executive director processes and sends to Mallard & Mallard CPAs to review. (All invoices that arrive at the board office are stamped with a date upon arrival by the program assistant. The executive director reviews each invoice/bill, assigns an account number, initials and dates prior to processing.)**
11. Is a complete and current chart of accounts used for the financial records? **Yes**
12. Describe the process used to prepare the Monthly Income/Expenditure Detail Report submitted to VCCS? Including reports used, approval process, etc. **Mallard & Mallard CPAs prepares the Monthly Income/Expenditure Detail Report submitted to VCCS. Cash disbursements are entered into QuickBooks accounting software at the time they are processed. The QuickBooks records are reconciled to the cash basis income statement from Pittsylvania County. Accounts payable for the month are entered into QuickBooks software. As an additional safeguard an excel worksheet reconcile the accrual financial statements with the cash basis income statement from Pittsylvania County. The accrual financial statements from QuickBooks are the basis for the monthly income/expenditure detail report. Prior to submission the executive director reviews with Mallard. Finance Committee reviews each month. A summary report and detailed reports are given to the finance committee each month.**
13. Are financial records maintained in a secure environment with appropriate levels of authorization? **Yes (in two places – Board office and copies at Mallard & Mallard CPAs) What are the levels of authorization? Lisa Fultz brings the invoices, M&M prepares reimbursement sheets, review YTD totals against Quickbooks to make sure they are added right. Then send to Pitt Co. Three**

levels- Fultz, M&M< and Pitt Co.

14. Where are blank checks stored and are they pre-numbered? **All checks are written by Pittsylvania County.**
15. Where are program funds deposited? Interest or non-interest bearing account? **Pittsylvania County expends the funds on our behalf and the state reimburses Pittsylvania County. They do not have an interest bearing account.**
16. Who maintains and reviews the Resource Sharing and Cost Allocation Plans? What is the process in place to ensure the allocations are properly followed and up-to-date? **The executive director manages staff's cost allocation plans of board staff; the finance offices of contractors manage cost allocation plans of programs. During the monitoring process, spot checks are done to review cost allocation plans.**
17. Describe the process for reporting payroll and the allocation method used. **Board staff reports out cost allocation staff time when time sheets are submitted. Board calendar supports documentation. Percentage of time is reported to fiscal agent for allocation of expenditures by Mallard & Mallard CPAs.**
18. Are employee timesheets completed on a monthly or bi-weekly basis? **Monthly**
19. Who approves the timesheets? **Executive Director and Pittsylvania County finance officer** Who approves the Director's timesheet? **The board chair**
20. Is there a written job description/scope of duties form for each staff position at the LWIA? **Yes**
21. What is the approval process for purchases over \$5,000 and who approves? **In previous years, the finance and program planning & development committees would make recommendations to the board for consideration. Now that the state has a new policy in place, the local area requires board and state approval.**
22. How is inventory tracked by the LWIA? **All items are tagged as WIA and a log is maintained at the board office by the job developer.**
23. Recording:
Which of the following financial records do you maintain? **Maintained by Mallard & Mallard CPAs**

General Ledger

Accounts Receivable Ledger

Cash Receipts Journal Account Payable Ledger
*Perceived to be the same as the cash
disbursement journal*

Cash Disbursement Journal Purchase Journal
 General Journal Obligation Control Ledger

Obligation amounts come from the balance sheet and can be tied back to that.

Payroll Register Other _____

24. Are the following items processed in-house? Yes X No ___

(Check all applicable items)

Bank Statements Canceled Checks
 Paid Invoices Payroll Records
 Staff Travel Petty Cash
 Time/Attendance Records

25. Describe the process used for reporting accruals and obligations and how are they tracked. Are worksheets maintained detailing how accruals and obligations were determined? **See item number 11**

26. How are accrued expenditures handled once payments have been made? **Mallard agrees copies of checks paid by Pittsylvania County to accrued invoices. When and how are accrued expenditures removed/reconciled? The accrued expenditures are removed as soon as they are entered. Attach all supporting docs to show that they have been paid.**

27. What controls are in place to prevent duplicate payments to vendors? **Each invoice is reviewed by the Executive Director, Mallard & Mallard, and Pittsylvania County. Any other process in place to prevent duplicate payments? No other process in place**

28. Does the LWIA compile a tracking report on payments made against the contract? **Yes**

29. Does the LWIA conduct a post contract audit to determine that all terms and conditions of the contract have been met and how to improve the contract management of future contracts with the vendor as well as improving policies and procedures within the department itself? If yes, describe the review that is conducted. **At the end of the program year, we will adhere to our close out process. During our monitoring process, program adjustments are made throughout the program year. The number of participants may be adjusted at year end as well.**

30. How does the LWIA determine the fund advance amounts? **We don't fund advance amounts.**

31. Are funds advanced to sub-recipient? **No**

32. Describe the controls that are in place to ensure compliance with the cost limitations? Who ensures compliance and what is the process? **We have several policies in place that dictate the amount of funds we will expend on clients. The programming staff oversees program compliances.**

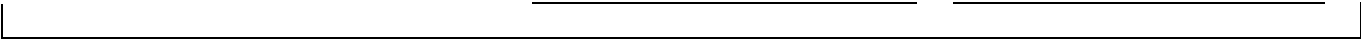
33. Does the local area have a petty cash fund? **No**

34. Does the local area have credit or debit cards? If so, what policy or procedures are in place to ensure proper internal control? What is the approval process for using the card(s) and how is it documented? **Yes for a credit card and no for a debit card. The credit card receipts are attached to the credit card statement each month and reconciled. The Executive Director reviews each credit card transaction and makes sure that is properly recorded to the correct general ledger account.**

35. Do any of your sub-recipients have a line item for profit? **Yes, ResCare Workforce Services has a Management Fee line item which is performance based – based on common measures and new enrollments.**

36. Who is in charge of the following categories?

Category	Employee/Unit	Title/Position
RFP Evaluation		
Writes RFP	Lisa Fultz	Executive Director
Prepares Contracts	Lisa Fultz, Clement & Wheatley Attorneys of Law	Executive Director/Attorneys
Award Contracts	WPWIB	
Approves Contracts	WPWIB, Youth Council (when appropriate)	
Approves Discretionary Awards	LEO's	
Develops MOUs	WPWIB	
Signatory on all Agreements	Lisa Fultz Amanda Witt Sherman Saunders	Executive Director Chair, WPWIB Chair, LEO's
Approves Modifications	WPWIB	



Prepares/Process:		
MEDR Reports	<u>Tracy Tilley</u>	<u>Mallard & Mallard CPA's</u>
Monthly Trial Balances	<u>Tracy Tilley</u>	<u>Mallard & Mallard CPA's</u>
Program Performance Reports	<u>Kathy Barton</u> <u>Lisa Frick</u>	<u>Reg. Program Manager</u> <u>Program Assistant</u>
Monthly Account Recons	<u>Tracy Tilley</u>	<u>Mallard & Mallard CPA's</u>
Payrolls:		
Staff	<u>Tracy Tilley</u> <u>Kathy Yeatts</u> <u>Danielle Johnson</u>	<u>Mallard & Mallard CPA's</u> <u>Pittsylvania County</u> <u>Respective One-stop</u>
Participant	<u>Dean Gilbert</u>	<u>operators</u>
Personnel Actions	<u>Lisa Fultz</u>	<u>Executive Director</u>
Opens:		
Mail	<u>Tyler Freeland</u>	<u>Job Developer/Office</u> <u>Manager</u>
Bank Statements (credit card)	<u>Tyler Freeland</u>	<u>Job Developer/Manager</u>
Custodian of:		
Agency Charge Card	<u>Kathy Barton</u>	<u>Reg. Program Manager</u>
Blank Checks	<u>N/A</u>	<u></u>
Undelivered Checks	<u>N/A</u>	<u></u>
Attendance Reports	<u>Lisa Fultz</u>	<u>Executive Director</u>
Inventory Records:		
Supplies	<u>Tyler Freeland</u>	<u>Job Developer/Office</u> <u>Manager</u>
Equipment	<u>Tyler Freeland</u>	<u>Job Developer/Office</u> <u>Manager</u>
Keys to:		
Supply Room	<u>Tyler Freeland</u>	<u>Job Developer/Office</u> <u>Manager</u>
Personnel Files	<u>Lisa Fultz</u>	<u>Executive Director</u>
Participant Files	<u>Kathy Barton</u>	<u>Continuous Improvement</u> <u>Specialist</u>

Certifies:		
Payroll	<u>Lisa Fultz</u>	<u>Executive Director</u>
Staff Attendance Reports	<u>Lisa Fultz</u>	<u>Executive Director</u>
Participant Attend Reports	<u>Contractors of each program</u>	<u></u>
Records:		
Cash Receipts	<u>Lisa Fultz</u>	<u>Executive Director</u>
Disbursements	<u>Lisa Fultz</u> <u>Mallard & Mallard CPA's</u>	<u>Executive Director</u>
Leave	<u>Lisa Fultz</u> <u>Kathy Yeatts</u>	<u>Executive Director</u> <u>Pittsylvania County</u>
Approves:		
Journal entries	<u>Lisa Fultz</u>	<u>Executive Director</u>
Purchase Orders	<u>Lisa Fultz</u>	<u></u>
Disbursements	<u>Lisa Fultz, WPWIB</u> <u>Finance Committee</u>	<u>Executive Director</u>
Bank Reconciliations	<u>Lisa Fultz, WPWIB</u> <u>Finance Committee</u>	<u>Executive Director</u>
Payrolls	<u>WPWIB annually, Lisa</u> <u>Fultz, monthly</u>	<u>Executive Director</u>
Personnel Actions	<u>Lisa Fultz</u>	<u>Executive Director</u>
Fund Drawdowns	<u>Pittsylvania Co Board of</u> <u>Supervisors</u>	<u></u>
Signs:		
Checks	<u>Brenda Bowman</u>	<u>Chair, Pitt Co Board of</u> <u>Supervisors</u>
	<u>Clarence Monday</u>	<u>Clerk</u>
	<u>Kate Berger</u>	<u>Treasurer</u>
Vouchers of Payment	<u>N/A</u>	<u></u>
Receiving Documents	<u>Kathy Barton</u>	<u>Reg. Program</u> <u>Manager/Office Mgr.</u>
Petty Cash Disbursements	<u>N/A</u>	<u></u>

This questionnaire was filled out by Lisa Fultz and Tracy Tilley

Date: March 2, 2015