



NEMO WORKFORCE DEVELOPMENT BOARD



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Financial Monitoring – Q1-PY21

The Compliance Monitor, Sharon Hillard completed the programmatic monitoring which includes Financial Monitoring of Participant timesheets for Work Based Learning and ITA's for training. There were no findings from either Subrecipient. Timesheets are checked for accuracy of calculations and then uploaded documents are checked to ensure the check sent to participant was correct and matched the pay owed. The ITA's are checked to ensure they are approved by the NE Region, all required forms/approvals are uploaded and correct and the invoices have been paid and match the ITA.

The Subrecipients email all of the supporting financial documents with their monthly CPRs or soon after. The Fiscal contractor, Sarah Hudson and/or Executive Director, Diane Simbro sample one month of supporting documents on a quarterly basis to ensure expenditures match the amount charged to WIOA programs and the costs are allowable. For the first quarter monitoring, September was tested with no findings from either Subrecipient.

Financial Monitoring – Q2-PY21

The Compliance Monitor, Sharon Hillard completed the programmatic monitoring which includes Financial Monitoring of Participant timesheets for Work Based Learning and ITA's for training. Timesheets are checked for accuracy of calculations and then uploaded documents are checked to ensure the check sent to participant was correct and matched the pay owed. The ITA's are checked to ensure they are approved by the NE Region, all required forms/approvals are uploaded and correct and the invoices have been paid and match the ITA.

There were two findings:

- One individual received \$50 for incentive and local policy shows this should have been \$100. GAMM issued a check for the additional \$50.00.
- One participant in a Work Experience was allowed to work hours that were out of compliance with the Child Labor Law. In addition, the work permit for this individual was not signed by their guardian. BRPC reimbursed the WDB/WIOA for the disallowed costs out of non-federal funds.

The Subrecipients email all of the supporting financial documents with their monthly CPRs or soon after. The Fiscal contractor, Sarah Hudson and/or Executive Director, Diane Simbro sample one month of supporting documents on a quarterly basis to ensure expenditures match the amount charged to WIOA programs and the costs are allowable. For Q2 monitoring, November was tested with no findings.

Financial Monitoring – Q3-PY21

The Compliance Monitor, Sharon Hillard completed the programmatic monitoring which includes Financial Monitoring of Participant timesheets for Work Based Learning and ITA's for training. Timesheets are checked for accuracy of calculations and then uploaded documents are checked to ensure the check sent to participant was correct and matched the pay owed. The ITA's are checked to ensure they are approved by the NE Region, all required forms/approvals are uploaded and correct and the invoices have been paid and match the ITA.

The Subrecipients email all of the supporting financial documents with their monthly CPRs or soon after. The Fiscal contractor, Sarah Hudson and/or Executive Director, Diane Simbro sample one month of supporting documents on a quarterly basis to ensure expenditures match the amount charged to WIOA programs and the costs are allowable. For Q3 monitoring, February was tested with no findings.

Financial Monitoring – Q4 – PY21

All of the Programmatic Monitoring ended on March 31 to enable Compliance Monitor to put the reports together to present to the One-Stop Committee and the CLEO and Board.

A small sample was tested for the month of May for Q4 due to the priority of completing other Year End tasks and completing Single Audits. There were no findings or concerns.

Executive Director Diane Simbro met with each of the Subrecipients to review the PY21 Annual Fiscal Monitoring. Months audited were September, November, and February. Financial Reporting, Accounting Records, Internal Controls, Budget Control, Source Documentation, Allowable/Disallowed Costs, Bank Reconciliations, Excess Cash were all reviewed with both Subrecipients. We also reviewed the Financial Monitoring findings/concerns from the PY20 Annual Fiscal Monitoring to ensure improvements were made. There was one discrepancy found with BRPC where the WDB did not reimburse BRPC for an ITA. This issue was researched by Fiscal Officer Sarah Hudson and found BRPC records to be accurate so a check was sent to them. On-site visits were made on May 10 with Kim Hinkle and Dana Keller of GAMM, Inc. and on June 8 with Kim Meyer and Chad Eggen of Boonslick Regional Planning Commission. With the Quarterly monitoring samples being pulled we feel we are able to find any issues and get them corrected and reported before it becomes a problem. This has resulted in easier monitoring and fewer/no concerns or findings.

Attachments