

# CITY OF LOS ANGELES

CALIFORNIA

LILLIAN KAWASAKI  
GENERAL MANAGER

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

**AUG 0 1 2001**

TO: All Workforce Development Contractors

FROM: Ann Giagni, Director  
Workforce Development Division

SUBJECT: **Information Bulletin No. 02-11**  
**FISCAL TRAINING NEEDS**

The Workforce Development Division (WDD) is assessing the fiscal training needs of all its workforce development contractors. Please fill up the form below and fax it back to Stella Catanzarite, Planning Unit, at fax # (213) 485-8151, not later than 5 PM of August 15, 2001.

Training Needs (e.g, new fiscal regulations, fiscal invoicing, expenditure reporting, cost allocation, 10 % flexibility rule, fiscal close-outs, etc.)	Month Needed (FY 2001-2002)	No. of Trainees/ Positions
1.		
2.		
3.		
4.		
5.		
Agency:		
Prepared by:	Position:	
Tel. #	Fax #:	

AG:SC:CD

