

CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

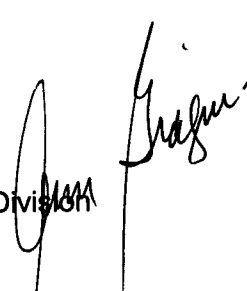
215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: **SEP 03 2002**

To: All WDD Contractors

From: Ann Giagni, Director
Workforce Development Division 

Subject: **Directive No. 03-09
Closeout Expenditure Reports of WDD Contractors**

There are some WDD Contractors who are submitting additional expenditures after submitting their closeout reports. Effective immediately, this practice will not be allowed to continue due to the following reasons:

1. Accuracy and timeliness are the key elements of the closeout reports. If your closeout reports are not accurate and timely, the accuracy and timeliness of the City's reports to the State will be affected.
2. Final carry-over funds are computed based on the closeout reports. Therefore, if the closeout reports do not reflect the total actual expenditures, the carry-over funds will be inaccurate and will result in budget imbalances in the new fiscal year.
3. Administrative capability is an area to be evaluated in the newly adopted WIA performance policy. Accurate accounting systems and proper internal controls are elements of administrative capability.

Effective immediately, no contractor will be permitted to revise its closeout expenditure report once it is submitted to FMD... Therefore, the closeout expenditure reports submitted covering the periods *July 1, 2000 to June 30, 2001* and *July 1, 2001 to June 30, 2002* will be treated as final.

If you have any questions, please call your assigned Program Analyst.

AG:LA:FV:md

c: Mae Abeleda
Catherine Bondoc
All Seniors and Program Analysts