

JULIE DOWNEY
INTERIM GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA



JAMES K. HAHN
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

Date: **FEB 18 2003**

To: All Full Service and Satellite WorkSource Center Executive Directors and Fiscal Officers

From: *LA for AG*
Ann Giagni, Director
Workforce Development Division

SUBJECT: **WIA DIRECTIVE NUMBER 03-27
REPORTING PY 2002-03 WIA EXPENDITURES AND PROJECTIONS**

DUE: **March 4, 2003**

As we begin the second half of Program Year 2002-2003, the Workforce Development Division is focusing special attention on the following contractor administrative capacity issues:

- the expenditure of allocated funds in conformance with the Spending Plan submitted by you as part of your PY 02-03 Expenditure and Customer Service Plan; and
- the timely submission of accurate and complete monthly expenditure reports and cash requests.

As the City conducts its review, it is important for your center to internally monitor your fiscal administration performance to date in these areas including expenditures by cost category, cost allocation, documentation of expenditures, cash management, procurement, and property management.

Please provide the following information on the attached Excel form:

- Actual expenditures by funding stream through December 31, 2002
- Accrued expenditures by funding stream through December 31, 2002
- Monthly projection of expenditures by funding stream from January 1, 2003 through June 30, 2003
- Projected underexpenditures by funding stream through June 30, 2003
- Last month for which your organization submitted an invoice
- List of all equipment that requires approval by your WDD analyst before procurement

Please use the attached worksheet to provide the requested information and fax or email it no later than March 4, 2003 to Charlene Chan, attention Laurel Aron at FAX 213.485.8151 or cchan@cdd.lacity.org. If you have any questions, please contact your WDD Analyst.

AG:LA:PH
Attachment

Due March 4, 2003

Please email to Laurel Aron at:
 cchan@cdd.lacity.org.

WIA PY 02-03 Expenditures and Projections by Funding Stream

PLEASE COMPLETE A SEPARATE SHEET FOR EACH CONTRACT.

Contractor: _____
 Program: _____
 Contract #: _____

Actual Expenditures										Total Grant Share
Adult			Dislocated Worker							
	Admin.	Program	Total	Admin.	Program	Total	Admin.	Program	Total	
PY 02-03 contract amount			\$0							\$0
Actual Expense Invoiced through 12/31/02			\$0							\$0
Accrued Expenditures Through 12/31/02			\$0							\$0
Remaining Budget Balance Subtotal:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Expenditures										Total Grant Share
Adult			Dislocated Worker							
	Admin.	Program	Total	Admin.	Program	Total	Admin.	Program	Total	
Projected Expenses:	January		\$0							\$0
	February		\$0							\$0
	March		\$0							\$0
	April		\$0							\$0
	May		\$0							\$0
	June		\$0							\$0
Total Projected Expenses:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Projected Underexpenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Last invoice submitted to the Financial Management Division is for the month of: _____

Using spreadsheet software, such as Microsoft Excel or Quatro-Pro, please provide your equipment listing and your assumptions (and calculations) at your projected expenditure and savings figures.

Completed By: _____ Title: _____ Date: _____