

CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

1200 WEST SEVENTH STREET
LOS ANGELES, CA 90017



ANTONIO R. VILLARAIGOSA
MAYOR

DATE: AUG 02 2005

TO: LA's Workforce Development System

FROM: Manny Chavez, Chief
Workforce Development Division

SUBJECT: **DIRECTIVE NO: 06-01**
ACCRUALS OF TRAINING COSTS

EFFECTIVE DATE:

This bulletin is effective upon the date of issue.

DEADLINE DATE:

Please submit revised summary sheet and expenditure reports by August 8, 2005 directly to:

Mr. Fred Vocal
Workforce Development Division
Community Development Department
1200 W. 7th Street, 6th floor
Los Angeles, CA 90017

PURPOSE:

After reviewing June 30, 2005 closeout reports, an increase of \$646,599.12 in training costs in both adult and dislocated worker funding streams over May 31, 2005 expenditure reports has been identified. It appears the majority of this increase is due to accruals. Please review your June 30, 2005 closeout expenditure reports and pay particular attention to the accruals of training costs for ITAs, Customized Training and OJTs.

If the costs of training that will end after June 30, 2005 have been accrued, you must reverse these accruals and submit revised expenditure reports. These accruals should be included in your Program Year 2005-06 billings. A summary sheet has been attached for your use in identifying accruals that may have been included in the June 30th expenditure report. Please submit the attached summary sheet along with your revised expenditure report as directed above.

TECHNICAL ASSISTANCE:

If you have any questions or require additional assistance please contact Fred Vocal of the Workforce Development Division, Administration Unit at (213) 744-7209 or via email at fvocal@cdd.lacity.org.

Enclosure:



ACCRUALS OF TRAINING COSTS SUMMARY SHEET

Total Accruals reported with June 30, 2005 Expenditure Report		Revised Total for June 30, 2005 Expenditure Report		Amount to be included in Program Year 2005-06 billings	
Category	Amount	Category	Amount	Category	Amount
ITA		ITA		ITA	
OJT		OJT		OJT	
CUSTOMIZED TRAINING		CUSTOMIZED TRAINING		CUSTOMIZED TRAINING	