

UPSTATE WORKFORCE BOARD

Financial Reporting

This policy delineates the steps taken by Upstate Workforce Board (UWB) to report expenditures and request funds from the South Carolina Department of Employment and Workforce (SC DEW). SC DEW is then responsible to request all draw-downs of funds from the US Department of Labor (US-DOL).

Spartanburg County is a trustee of all US-DOL grant funds for the Upstate Workforce Area. Therefore, Spartanburg County pays all invoices from the Upstate Workforce Board (UWB) and is then reimbursed by SC DEW as a pass-through grant from US-DOL. Spartanburg County serves as treasury; it also conducts several financial activities for the UWB, including cash receipts and cash disbursements, accounts payable, and journal entries. UWB staff members are responsible to request reimbursement from SC DEW, and the steps are outlined below:

1. The UWB receives invoices to be paid.
2. Invoices are reviewed by the UWB Chief Financial Officer (CFO). A payment request is created in the Munis accounting system and released to the UWB Executive Director for approval. Once approved, the payment request is forwarded on to the Spartanburg County Finance Department via Munis for the issuance of a check and payment to the vendor.
3. All payments made by Spartanburg County are shown on the Spartanburg County monthly reports, which are sent to the UWB at least five business days before the 20th of every month.
4. Every month the UWB submits Financial Status Reports (FSRs) to the Spartanburg County Deputy Finance Director for review. The Deputy Finance Director then forwards the FSRs to SC DEW showing all monthly expenditures and accruals. These FSRs are turned in by the 20th of every month.
5. To request reimbursement from SC DEW for expenditures, the UWB submits a Request for Drawdown (RFD) form to the Spartanburg County Deputy Finance Director for review. The Deputy Finance Director then forwards the RFD to the WIOAFUNDS email account. Accompanying the RFD is all back-up documentation showing the expenditures incurred and requested as reimbursement. Two RFDs can be submitted per month to SC DEW.
6. SC DEW reviews the reimbursement requests as well as supporting documentation.
7. If there are no questions with the submitted request, SC DEW then issues a check and mails it directly to the Spartanburg County Finance Department.