



GSETA Fiscal Committee Meeting
Virtual via Microsoft TEAMS
June 5, 2023, at 9:00 AM

MEETING MINUTES

Welcome and Introductions

- Victoria Bollhardt, Director Morris/Sussex/Warren Employment and Training Services, Program Director and One-Stop Operator - GSETA Fiscal Committee Chair

NJDOL Fiscal and Accounting – Financial Report Updates and Recommendations
Reported by Sally Trappe and Kathy Bencivengo

- Eric Slaughter retired as of 5/31/2023. Succeeding Director – Michael Varga
 - Mike comes to us with over 20 years of state government experience. Most recently, he was with the Juvenile Justice Commission and the Department of Corrections and has a great amount of knowledge in the New Jersey financial system.
- Notes or Attachments on Expenditure Reports - WDBs should add notes or attachments to any report when they need to provide detailed explanations for issues that may arise to stay in compliance with NJ DOL contract terms and federal guidelines.
 - Examples, where notes are required, include but are not limited to cash-on-hand, negative expenditures, or when a cumulative report must be filed.
 - Sally Trappe & Nalini Ammanamanchi have been looking at expenditure reports and will reject or approve them based upon errors people report. Anytime you see anything on SAGE expenditure report you think (we), or the Office of Internal Audit need to know, be sure to include notes. Even with past drawdowns, if you request cash and the following month have cash-on-hand because you had negative expenditures that need to be noted with cash-on-hand. You must note why it occurred, how long you estimate you will have that cash on hand, and must put a date in there when you think it will be expended. We will not allow you to draw cash down until that is expended. So, if you see us pushing back the payment vouchers, you know we will push it back with a note & email explaining the reason for the pushback.
 - Do not draw down anything that is an encumbrance. It has to be an actual expenditure. If you have gone beyond the expected deadline for submitting the state report, like the 20th or 25th, we'd ask you to do a combined report. You would need to let us know you cannot submit the current report. Anyone doing a cumulative (combined) report must add notes and attachments. You would break out your cost expenditures and let us know what is for the current month and the next one going forward. This helps the internal audit as well.
- Expenditure Report Due Date - Expenditure reports should be submitted by the 15th of each month. This is especially pertinent during the end of each quarter because we use this information for federal reporting.
 - Extensions can sometimes be granted beyond the 15th of each month with permission.

- Recession Letters
 - PY19 is complete will be sent by the program team
 - PY20, working on it now
 - Some local areas need to complete a close out report and will be contacted by either Sally or Madella
- Allowable Transfers
 - Budget transfer between Adult and DW allowable
 - No allowable transfers for Youth or WFNJ
 - Pre-approval is required; see policy: https://www.nj.gov/labor/wioa/forms_pdfs/WD-PY21-2%20WIOA%20Adult%20and%20Dislocated%20Worker%20Transfer%20of%20Funds%20Procedure.pdf

**NJDOL Office of Internal Audit (OIA) Updates
Reported by Irene Torunoglu**

- Local Area as path through entity
 - Fiscal Agent responsibilities include ensuring that any expenditures made by subrecipients are allowable, reasonable, and allocated appropriately. (Should be enforced contractually and during reimbursement.)
 - The Fiscal Agent is responsible for timely accrual reporting of expenditures by subrecipients (timely invoices - at least monthly).
 - WDB responsibilities include fiscal monitoring of the Local One-Stop Career Center and any other subrecipients.
- Local Area should have a consistent policy for drawdown requests (at least monthly based on last month LAR; or more frequently, supported by cash disbursements)
 - It does not need to be documented, but a consistent practice.
- Terri also shared that US Department of Labor is planning to select local areas for their once every three years monitoring visit. They will choose two-three local areas.

Q & A and Open Discussion

- New Budget Template
 - Will be coming from the program and will not be required for this program year, but PY24
 - Terri will share once it is received from the program.
- Emily Watts from OIA also shared that they are in the process of updating the fiscal monitoring program and implementing new software, so next year, they might have a different procedure, but for the most part, it will be relatively the same.
- Emily Watts also reminded everyone to have drawdown support (notes or Excel spreadsheet)
- Best wishes to Claudia Dorsch from Middlesex County on her retirement

Link for meeting (expires 6/27/23) so please download: [GSETA Fiscal Committee-20230605_150623-Meeting Recording_Trim.mp4](#)

Proposed Virtual Meeting Schedule

- Tuesday, September 19, 2023, at 9:00 AM – *Pending Confirmation*
- Tuesday, December 12, 2023, at 9:00 AM
- Tuesday, March 5, 2024, at 9:00 AM
- Tuesday, May 21, 2024, at 9:00 AM

Contact Information

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