



GSETA Fiscal Committee Meeting
Virtual via Microsoft TEAMS
Tuesday, September 9th, at 9:00 AM

Meeting Minutes

GSETA Survey

- Members were asked to complete a short survey to gauge knowledge and confidence in fiscal areas.
- Purpose: identify strengths, areas needing support, and interest in leadership roles.
- Please complete if you not done so already: <https://forms.office.com/g/Hkmwg1QfSC>

NJDOL Fiscal and Accounting Updates

2025 WFNJ Closeout

- **Grant period ends:** September 30, 2025.
- **Liquidation period:** October 1 – December 31, 2025.
- **Final report:** December report will serve as the final, due by **January 15, 2026**.
- **Final payment vouchers:** should be submitted by **December 15, 2025** (early deadline ensures time to resolve issues).
 - If you have any challenges or expenses after this date, please reach out to Sally or Nalini
- **Unliquidated obligations/encumbrances** must be zero by December 31.
- Reports must reconcile with **Notice of Award (NOA)** amounts, especially for TANF and SNAP programs

2026 WIOA Payment Vouchers

- Funds setup expected by the end of September.
- September vouchers can be submitted once finalized

Expenditure Report Extensions

- Monthly reports are due by the 15th.
- Extensions past the 20th will only be granted case by case.
- Failure to comply with risks cumulative errors and compliance issues

Report and Voucher Support

- Supporting documentation must be:
 - **Clearly labeled by program** (Adult, Youth, DW, TANF, SNAP, etc.).
 - **Organized and legible** (no sideways or unlabeled PDFs).
- Reports without proper support will be **rejected and must be resubmitted within 2 days**.
- Strong emphasis from both Fiscal and Internal Audit that this is not optional, it's the grantee's responsibility to ensure clarity and accuracy

Expenditure Report "NOTE" Field

- Use the new **Note tab within each report** (not just the generic tools section).
- Required for items like negative expenditures, positive cash on hand, or program income.

- Missing notes will result in report rejection

NJDOL Internal Audit (OIA) Updates

Profit on WFNJ Grants

- Confirmed that **profit is allowed** for WFNJ grants (as with WIOA), provided rules are followed.
- Policy updates expected soon.

Monitoring Subrecipients

- **WDBs** must monitor subrecipients annually.
- Starting **FY26**, failure to do so will move from an “area of concern” to a **formal finding** in reports.
- Guidance and training will be provided at the **October GSETA Conference**

Reconciling Reports with Drawdowns

- WDBs should reconcile **year-to-date expenditures with drawdowns** regularly (at least quarterly).
- Prevents over-draws (repayment risk) and under-draws (lost funds)

Q&A and Open Discussion

Accounting Systems

- Many counties rely on **county-managed systems** (Edmunds, MSI, Naviline, MIP, etc.).
- Concerns raised about limited flexibility, duplicate entry, and difficulty in breaking out required cost categories.
- Hudson County exploring alternatives like **Sage 50** and **Blackbaud Financial Edge**.
- Some counties reported recent system changes (e.g., Camden to Naviline, Mercer to Edmunds)

SCHEDULE PY25/FY26

December 2, 2025 at 9:00 AM

March 3, 2026 at 9:00 AM

June 2, 2026 at 9:00 AM