GSETA Fiscal Committee Meeting
Virtual via Microsoft TEAMs
Tuesday, September 8th at 9:00 AM

Meeting Minutes

Attendance

Participants: GSETA Fiscal Committee members; NJDOL representatives; and representatives of local workforce development areas.
Presenters and discussion leads: Paula Capote (WDB NNJ); Luz Dow (NJDOL); Theresa Vallely (NJDOL); Nalini Ammanamanchi (NJDOL); and John Bicica (NJDOL).

1. Call to Order and Welcome

Paula Capote called the meeting to order, welcomed attendees, introduced herself, and reviewed the agenda. The meeting proceeded with updates from NJDOL Internal Audit and Finance and Accounting, followed by committee discussion.

2. NJDOL Internal Audit Updates (Luz Dow)

- Proposed revisions to the Uniform Guidance are pending final publication. The anticipated revisions include significant changes concerning conferences, food, and related costs. NJDOL will notify local areas when the final rules are issued.
- The most frequent monitoring findings observed during 2025 and 2026 include: variances between IGX and local accounting records; cost allocation practices that do not match the approved cost allocation plan; incomplete subrecipient monitoring for Career Services and Youth programs; and insufficient source documentation for expenditures.
- Invoices alone may not provide adequate support. Local areas should obtain detailed backup such as payroll records, check registers, proof of receipt, and other documentation required by county policy.
- NJDOL Internal Audit is available to provide technical assistance, including support when vendors or county colleges are reluctant to provide adequate documentation.
- An internal controls workshop is being developed for the GSETA Fall Conference. Members were invited to submit topics or areas of difficulty so the session can address the most useful issues.

3. NJDOL Finance and Accounting Updates (Nalini Ammanamanchi)

- **Monthly Payment Vouchers**
    - Local areas must submit payment vouchers monthly. If no drawdown is made, the reason must be documented in IGX and emailed to the assigned fiscal liaison no later than the 25th of the month.

    - NJDOL stated that local areas should submit no more than three payment vouchers per month. Draw requests must align with actual monthly expenditures and cash needs, and cash must be reconciled each month to avoid excess cash on hand.
    - Each submission must include clearly identified county accounting runs and the requested Excel justification in the miscellaneous attachments before the voucher is submitted in IGX. Incomplete submissions will be returned.
    - Payment vouchers must be created and submitted no later than the 26th of the month. NJDOL also noted that IGX restricts voucher submission during the month-end system blackout period.

- **Expenditure Reports and Supporting Documentation**
    - Effective with the August 2026 reports, the monthly expenditure-report deadline was extended from the 15th to the 20th. NJDOL will enforce sanctions for late filings and non-submissions beginning with the August 2026 reporting cycle.
    - Required support includes clearly labeled county accounting runs and Excel schedules for expenditures, payables, unliquidated obligations, contracts, ITAs, and year-to-date cash disbursements.
    - Supporting documentation must be separated by program year/fiscal year. Reports may be returned when documents for different reporting periods are combined or attached to the wrong report.
    - Report notes must be complete and specific. The report-level notes section should explain negative expenditures, positive cash on hand, program income, and journal entries. Notes entered in the tools section do not carry forward to the next report.
    - Approved budget modifications, transfers, and extension requests must be uploaded in the miscellaneous attachments before report submission because IGX does not permit attachments afterward.
    - Cost summaries may be updated only after a budget modification is approved, and the change must be reflected in the report for the month in which approval occurs.

- **Liquidation, Extensions, and Noncompliance**
    - The liquidation period was increased from one month to two months. No extensions will be granted for final closeout reports. Local areas should notify vendors early and obtain invoices in sufficient time to complete payment and reconciliation before closeout.
    - Extension requests require a separate fillable form and detailed justification for each month. Requests must be submitted at least seven days before the report due date and the approved form must be attached in IGX.
    - A report submitted under an approved extension is considered timely with accommodation. Failure to attach the approved form causes the report to be treated as submitted without an extension and therefore late.
    - Late or repeated noncompliant reporting may result in notification to the WDB Director and Chair, formal corrective action, notification to the chief elected official, or sanctions under NJDOL policy WDPY 24-1.

4. Discussion Items

- **PY25/FY26 Budget Modification for Contracted Services**

Atlantic County asked whether remaining WIOA Adult, Dislocated Worker, and Youth balances could be consolidated through one budget modification into contracted services, rather than processing multiple modifications later in the grant cycle. NJDOL advised that the question requires further review and tabled it for follow-up.

- **Minimum Dollar Threshold for Line-Item Modifications**

Paula Capote asked whether NJDOL could establish a minimum dollar threshold for line-item modifications that exceed the current percentage threshold but involve a small dollar amount. The purpose would be to reduce disproportionate paperwork for minor adjustments. NJDOL advised that the proposal must be referred to Andre and the Finance and Accounting team. Luz Dow indicated that she would be able to explain the request during an upcoming departmental fiscal meeting.

5. Action Items and Follow-Up

Action	Responsible Party	Timing/Status
Notify local areas when the revised Uniform Guidance is finalized.	NJDOL Internal Audit	Pending final publication
Submit suggested topics for the GSETA Fall Conference internal controls/fiscal workshop to Sally, copying Nalini.	Committee members/local areas	Before the Fall Conference
Review Atlantic County's proposed consolidation of remaining balances into contracted services and provide guidance.	NJDOL Finance and Accounting	Follow-up required
Review the request for a minimum dollar threshold for line-item budget modifications and provide a response.	NJDOL Finance and Accounting / Andre	Follow-up required

6. Adjournment

With no further questions or business, the meeting was adjourned at approximately 9:48 am

Future Meeting - Tentative PY26 / FY27 Schedule

- **a.** Tuesday, December 1, 2026
- **b.** Tuesday, March 2, 2027
- **c.** Tuesday, June 1, 2027
- **d.** Tuesday, September 7, 2027