



GSETA Fiscal Committee Meeting
Virtual via Microsoft TEAMS
March 5, 2024, at 9:00 AM

AGENDA

SAGE/IG16 Demo – March 19th from 1 pm to 3 pm – Ann Lord and Chitra Tandul

- IGX team along with AGATE (vendor) will provide a demo of the new IGX and introduce you to the screens, where all your functionalities of IG16 will be available from FY25 applications onwards
- A meeting notice was sent for Tuesday, March 19th from 1 pm to 3 pm.
- Ann Lord explained that the demo would showcase the new platform for IGX, which would be used starting in fiscal year 25. She mentioned that training sessions would follow the demo. She emphasized that the new system's layout would be different but assured everyone that navigating it would become second nature. She also mentioned that user testing would help identify any issues before the system goes live.
- The meeting on the 19th will be recorded and shared. Ann mentioned that the team would be available for one-on-one sessions to help with any issues users might encounter. Chitra Tandul confirmed that an email for recording issues would be sent out shortly, with another demo session planned for early June for all IGX users.

NJDOL Internal Audit Updates – Theresa Vallely, Emily Watts, and Jimmy Reed

- OIA will request and review all bank statements and bank reconciliations for WIOA/WFJ Accounts including those run by the county or city treasurer's office. If you do not have access to these, please work toward establishing a relationship with your county treasurer/fiscal.
 - **Reminder: Please email your County Treasurer contact information to Emily Watts at emily.watts@dol.nj.gov**
- Budgets template for WDB –These are reviewed by Workforce and are not yet feeding into Reporting Systems. These are meant to help with budgeting future procured service providers. And establishing WDB independence from service providers.
- WDB and fiscal agent structure. We need to review the organization charts for each area for WDB separation this year. If WDB structures are not in compliance or create separation of duty conflicts, we are able to provide technical assistance/recommendations to avoid future findings.
- Indirect costs they all need to give support on that this year in detail we need to know how much is charged and how. OIA wants to see Indirect Costs benefiting the program and its administration. Counties without a negotiated indirect cost rate need to provide documentation on how they calculated their indirect costs.
- Support attached in SAGE for payment vouchers (cash drawdowns) must be supported with actual accounting system runs not Excel spreadsheets. Attachments for cash drawdowns should include accounting system runs, preferably in PDF format, and not Excel spreadsheets. Fiscal is expanding its requirements to approve drawdown requests.
- State analysis review is being discussed for; Budget to actual reviews and reviews or actual to performance metrics. This analysis should include the number of participants served versus the budgeted amount.
- OIA Reports will be issued timelier, and extension requests will be limited for sfy2024:
 - **EXIT REPORT** - Up to 10 business days after the exit you may submit documents to clear any findings or concerns before the draft report is issued.

- **DRAFT REPORT** – Have 30 days to respond to this until a final is issued. Any corrective actions must have an estimated resolution date within 90 days.
- **FINAL REPORT** – findings will be tracked and followed up on until resolution.
- Personnel Files: Fiscal monitors will now request lists of all hires and departures in the last year paid with grant funds, along with selected personnel files to ensure compliance with hiring procedures.
- Procurement of Contracts: Fiscal monitoring will evaluate the procurement of contracts, especially for career service providers, to ensure compliance and protect taxpayer funds.
- Expenditures and Accountability: There will be increased scrutiny of expenditures to protect taxpayer funds, with a focus on avoiding unnecessary expenses such as catering for events or buying branded items.

NJDOL Fiscal and Accounting - Sally Pezzino

- The feds during their visit noted a lack of supporting documentation on the expenditure report in Sage reports
- Sally suggested submitting supporting documentation with the final report for June and every month thereafter
- Budget-to-actuals analysis and reporting on program income were emphasized
- Program income must be expended before requesting drawdowns for that program
- Timely submission of reports was highlighted to avoid throwing off federal reports
- Local areas should have policies around drawdowns and submit them regularly, ideally monthly
- Drawdowns should be submitted promptly after reports showing expenditures
- Overall emphasis on timely and accurate fiscal reporting

Q & A and Open Discussion

Proposed Virtual Meeting Schedule

Tuesday, May 21, 2024, at 9:00 AM