



GSETA Fiscal Committee Meeting  
Virtual via Microsoft TEAMS  
September 26, 2023, at 9:00 AM

### **MEETING MINUTES**

#### **NJDOL Fiscal and Accounting – Sally Pezzino**

- **Fiscal Contacts**
  - Director – Michael Varga ([michael.varga@dol.nj.gov](mailto:michael.varga@dol.nj.gov))
  - WIOA/WFNJ expenditure reports questions/issues please email Nalini Ammanamanchi ([nalini.ammanamanchi@dol.nj.gov](mailto:nalini.ammanamanchi@dol.nj.gov)) and cc Sally Pezzino ([sally.pezzino@dol.nj.gov](mailto:sally.pezzino@dol.nj.gov))
  - Payment questions/issues please email Caitlyn McGee ([Caitlyn.mcgee@dol.nj.gov](mailto:Caitlyn.mcgee@dol.nj.gov)) and cc Sally Pezzino ([sally.pezzino@dol.nj.gov](mailto:sally.pezzino@dol.nj.gov))
  - If a county has or will have a change in fiscal contacts (retirements), please email us (Nalini, Caitlyn, Sally) to let us know so that we can update our record.
  - If you have any local area concerns outside of fiscal matters, including SAGE/IGX please email Policy & Oversight Development (POD) Team at [wioapod@dol.nj.gov](mailto:wioapod@dol.nj.gov). Please do not email Ann Lord's team.
- **Expenditure Reports:**
  - WFNJ – 19 reports (18 plus 1 closeout) – Final Report February 15<sup>th</sup>
  - WIOA – 25 reports (24 plus 1 closeout) – Final Report August 15<sup>th</sup>
- **Expenditure Reports – Submission Dates**
  - All expenditure reports are due on the 15<sup>th</sup> of the month. If you need an extension, please email me and Nalini as soon as possible. If you file a late report, please submit an attachment, or add a note to the report detailing the reason it was late.
  - It's critical that reports be submitted on time, especially at the end of the quarter because I use them to do my federal reporting.
  - If your county is missing even one report at the time federal reports are due, I must notate that in my report and name the county.
- **Cash Draw – Submission Dates**
  - The cutoff to submit cash draw requests is the 25<sup>th</sup> of the month. You're allowed 6 vouchers per month. Anything after the 25<sup>th</sup> will flow over to the following month's report. SAGE automatically calculates the total cash requested for the month of the report. The amount will appear in the {amount paid} field at top of the report on the left- hand side next to {reporting period} field.
  - If your report is late, please only report cash for that specific month on the report. Anything after the 26<sup>th</sup> should be reported in the following month's report.
  - It's imperative that you draw the cash even if it's only for a dollar, and draws should be for expenditures already reported, not for accrued expenditures.
  - I understand it's possible there may be rounding issues, and that NJDOL staff advised you of issues long after the PY20/FY21 funding ended, however expenditures MUST agree to the cash. If not this throws the state books off, as well as the reports that I submit to the federal government. Paper transfer transactions are not allowed. For example, if adult is overdrawn

and DW worker is underdrawn you need to send funding back and submit a payment voucher. NJ's financial system doesn't allow us to process transfers for local areas.

- Cash draws for TANF and CAVP for PY22/FY23 should be separate vouchers, this could be same for PY23/FY24, more to come.
- **Final report submission:**
  - We currently notify you of issues and will continue to do so after the funding ends. I appreciate your quick email responses, correcting the expenditure reports as necessary, and your continued patience and support.
  - Prior to submitting the closeout report, all payment vouchers should have been processed and cash received.
  - When submitting the final report, make sure that unliquidated obligations and encumbrances equal zero, no accounts payables are reported, and please make sure that cash disbursements equal cash draws; and that disbursement and payables equal expenditures.
  - Once we review, approve, and reconcile our books, we will issue recission letters for the unspent award balance. I understand concerns that PY21 out to you but should be soon.

#### **NJDOL Internal Audit Updates – Emily Watts**

- New staff member to OIA: Tina Kovacs
- Teammate. Starting October, we will be testing documentation requests through the new system for some of our monitoring.
- PII should be securely transferred via MoveIT or Teammate only (now in effect)
- Cash Reimbursement Requests in the system must be for expenditures already reported or documented cash disbursements only.
- There are new policy and procedures that we will be asking for next year per USDOL core monitoring guide and Uniform guidance:
  - Allowable costs - required by [2 CFR 200.302\(b\)\(7\)](#)
  - Employee Relocation Costs - required by [2 CFR 200.464](#)
    - This could be as simple as a memo from the WDB or a line in the employee handbook
- PY23/FY24 monitoring will have a focus on subrecipient monitoring done by the Workforce Development Boards and should include fiscal monitoring. Additionally, they will be looking into Direct Cost and OIA is requesting guidance from the Federal Government.
- Reminder that Feds are coming for monitoring and two local areas will be chosen, should know by November and onsite monitoring should begin February/March

#### **Upcoming Virtual Meeting Schedule**

Tuesday, December 12, 2023, at 9:00 AM

Tuesday, March 5, 2024, at 9:00 AM

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