

SWP REGIONAL FUNDS
Fiscal Updates 09/21/2022

FINAL GUIDANCE ON 20/21 PROJECTS ENDING ON 09/30/2022

- The end of the term for the 20/21 SWP Regional projects is **September 30, 2022**. No extensions are being granted.
- Project activities may not continue after this date, and all funds must be completely spent and/or encumbered. Reimbursements will not be issued for encumbrances generated after September 30, 2022.
- Delivery of goods, furniture, equipment, payroll and services may occur after September 30, 2022 as long as the funds are encumbered/obligated by that date. **Items must be received and encumbrances need to be cleared by the time the final invoice is submitted.** Payment for goods, furniture, equipment and services delivered after September 30, 2022 must be reflected as expenditures on the general ledger detail and backup documentation submitted for the Final Invoice due October 31, 2022.
- 2022-23, Quarter 1 (Final invoices) for 20/21 projects will be due on October 31, 2022. Back-up documentation must be submitted for all activities through September 30, 2022. Purchase Orders, executed contracts, and/or additional documentation may be requested in order to substantiate and justify reimbursements of reported encumbrances and final expenditures.
- The California Community Colleges Chancellor's office (CCCCO) FAQ provides guidance on what type of activities may be encumbered and when they are considered encumbered. The following table establishes when Strong Workforce Program funds are considered obligated by the Chancellor's Office. **However, as with all fiscal matters local policies and LARC Fiscal Agent's policies must also be followed.**

Type of Cost	Obligation Occurs
Equipment & Supplies	Date of Purchase Order
Work of Employees	When work is done (Only payroll for work that falls within the performance period : 7/1/2020 - 09/30/2022 is an eligible expense)
Contracted Services	Date of Written agreement (Date of written agreement defines date contract has been executed, i.e., signed by all parties.
Utilities/Rental	When used
Travel	When travel is taken
Conference Registration	When fee is paid

SWP REGIONAL FUNDS
Fiscal Updates 09/16/2022

Fiscal Reminders for 20/21 SWP Regional Projects

- 2022-23, Quarter 1 FINAL Invoices for 20/21 projects will be due on **October 31, 2022**.
- 2022-23, Quarter 1 invoices for 20/21 projects will reflect final expenditures for the grant ending September 30, 2022.
- 2022-23 Quarter 2 and Quarter 4 NOVA Fiscal Reporting for 20/21 projects must be submitted by **November 15, 2022**. The 2022-23 Q4 report will reflect the same expenditures entered in the 2022-23 Q2 NOVA fiscal report.

BUDGET MODIFICATIONS (AMONG OBJECT CODE CATEGORIES)

- A new Budget Modification Request form was created this fiscal year, please use the LARC Budget Modification Request Form located on the LARC SWP CC page. The form can be accessed on this [page](#).
- Budget modification requests to modify the line-item amounts within an approved project must be submitted when the change has surpassed the 10% threshold and/or new budget categories are being added or deleted.
- Budget modification requests a) Do not affect the total project allocation for the college b) are for allowable costs c) are consistent with the purpose and intent of the approved project.
- Budget modification requests forms must be submitted to the Fiscal Agent (FA) by the college's Project Lead.
- 2022-23, Quarter 1 budget modification requests will be due on October 31, 2022.