

SWP REGIONAL FUNDS Fiscal Updates 08/02/2022

INVOICES

- 2022-23, Quarter 1 invoice templates for 20/21 and 21/22 projects will be uploaded in your College's MS Teams folders by September 1, 2022.
- 2022-23, Quarter 1 invoices for 20/21 and 21/22 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.
- Please refer to Fiscal Year 2022-23 fiscal deadlines sheet for more details.

BUDGET MODIFICATIONS (AMONG OBJECT CODE CATEGORIES)

- 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 September 30, 2022.

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.
- 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. 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.

GUIDANCE ON 20/21 PROJECTS ENDING ON 09/30/2022Cont'd...

- 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 Final Invoice template will be uploaded into your College's MS Teams folder by September 1st.
- The end of the term for 2020/21 SWP Regional projects is September 30, 2022 and all funds must be completely spent and/or encumbered by that date.
- 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 Fiscal Agent's policies must also be followed.**

Type of Cost	Obligation Occurs
Equipment and Supplies	Date of Purchase Order
Work of Employees	When Work is Done (Only payroll for work that falls within the performance period is an eligible expense)
Contracted Services	Date of Written Agreement (Date of written agreement definition: Date contract has been executed, i.e., signed by all parties)
Utilities	When used
Rental	When Used
Travel	When Travel is Taken
Conference Registration	When Fee is Paid

- Colleges may not continue to spend any 20/21 unspent funds after September 30, 2022.
- All unspent funds for the 20/21 projects will be tracked and reported to the Los Angeles Regional Consortium. As unspent funds are considered to be a performance issue by the CCCCCO and may impact future funding, the governing body of the consortia is authorized to make decisions on the budget and determine how the unspent funds will be utilized toward regional needs.