

SWP Regional Funds Fiscal Updates

November 17, 2022



FISCAL UPDATES

NOVA Final Reporting for 20/21 Projects

Budget Modification Requests

Fiscal Reminders



FINAL NOVA FISCAL REPORTING (20/21 Projects)

- 2022-23 Quarter 1 Final expenditures will be reported in NOVA under Reporting Year 2022-23 Quarter 2 and Quarter 4.
- The cumulative (PTD expenditures) submitted under 2022-23 Quarter 4 will mimic the expenditures entered under 2022-23 Quarter 2

Strong Workforce Program - Regional Share Fiscal Reporting
[LA-20 Los Angeles: Marketing](#)

Reporting Year: 2022-23

Reporting Period: 2022-23 Quarter 2

2022-23 Quarter 4

2022-23

FINAL NOVA FISCAL REPORTING (20/21 Projects) EXAMPLE

Strong Workforce Program - Regional Share Fiscal Reporting
Cerritos College

Printable View

Institution Fiscal Reporting

| | |
|----------------|-------------------|
| Reporting Year | Reporting Period |
| 2022-23 | 2022-23 Quarter 2 |

Fiscal Report Submittal Status

SWP-R 2.0

| Project Title | Q2 | Q4 |
|---|---------------|---------------|
| LA-20 El Camino: Teacher Preparation Pre-Apprenticeship Project, COVID Workforce Response | Not Submitted | Not Submitted |
| LA-20 Los Angeles: LA Data Project | Not Submitted | Not Submitted |
| LA-20 Los Angeles: Marketing | Not Submitted | Not Submitted |
| LA-20 Pasadena: BioScience Training Project | Not Submitted | Not Submitted |
| LA-20 Rio Hondo: Career Pathway Specialist | Not Submitted | Not Submitted |
| LA-20 Rio Hondo: LA Nursing Curriculum Consortium | Not Submitted | Not Submitted |
| LA-20 SMC: California Cloud Workforce | Not Submitted | Not Submitted |



LA 201 Los Angeles: LA Data Project
2022-23

Q2 Incomplete Q4 Incomplete

Expenditures by Object Code

| Object Code | Project to Date (PTD) Expenditure | PTD Forecast | % Expended of PTD Forecast | Project Budget | % Expended of Project Budget | Budget Remaining |
|--|-----------------------------------|-----------------|----------------------------|-----------------|------------------------------|------------------|
| 1000 - Instructional Salaries | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 2000 - Non-Instructional Salaries | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 3000 - Employee Benefits | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 4000 - Supplies and Materials | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 5000 - Other Operating Expenses and Services | \$0 | \$45,000 | 0% | \$45,000 | 0% | \$45,000 |
| 6000 - Capital Outlay | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Indirect Costs | \$0 | \$0 | 100% | \$0 | 100% | \$0 |
| Totals | \$0 | \$45,000 | 0% | \$45,000 | 0% | \$45,000 |

Expenditures by Activity

| Activity | Project to Date (PTD) Expenditure |
|--|-----------------------------------|
| Engage regional businesses and employers - ATL | \$0 |
| Gather job placement data | \$0 |
| Regional investment strategy | \$0 |
| Report the outcomes of past projects | \$0 |
| Strengthen data collection | \$0 |
| Strengthen data pipeline | \$0 |
| Work-based Learning - Health sector | \$0 |
| Work-based Learning - ICT/Digital Media | \$0 |
| Totals | \$0 |

Additional Comments

Characters: 0/10000

Status Unsubmitted
Submit Report



BUDGET MODIFICATION REQUESTS

- Budget modification request must be submitted when the budget categories **have surpassed the 10%** threshold and/or new budget categories have been **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 request forms must be submitted to the Fiscal Agent (FA) by the college's Project Lead.
- Budget modification request form template can be accessed at <https://losangelesrc.org/swp-cc/> page

BUDGET MODIFICATION REQUIRED (EXAMPLE)

LA-20 Mt. Sac: Noncredit Career Pathways

2021-22

| Q2 Complete | | Q4 Complete | | | | | | |
|--|-----------------------------------|-----------------|----------------------------|-----------------|------------------------------|------------------|--|--|
| Expenditures by Object Code | | | | | | | | |
| Object Code | Project to Date (PTD) Expenditure | PTD Forecast | % Expended of PTD Forecast | Project Budget | % Expended of Project Budget | Budget Remaining | | |
| 1000 - Instructional Salaries | \$0 | \$42,500 | 0% | \$42,500 | 0% | \$42,500 | | |
| 2000 - Non-Instructional Salaries | \$0 | \$0 | 100% | \$0 | 100% | \$0 | | |
| 3000 - Employee Benefits | \$0 | \$15,000 | 0% | \$15,000 | 0% | \$15,000 | | |
| 4000 - Supplies and Materials | \$0 | \$17,500 | 0% | \$17,500 | 0% | \$17,500 | | |
| 5000 - Other Operating Expenses and Services | \$62,335 | \$0 | 100% | \$0 | 100% | ❗ \$62,335 | | |
| 6000 - Capital Outlay | \$0 | \$0 | 100% | \$0 | 100% | \$0 | | |
| 7000 - Other Outgo | \$0 | \$0 | 100% | \$0 | 100% | \$0 | | |
| Indirect Costs | \$0 | \$0 | 100% | \$0 | 100% | \$0 | | |
| Totals | \$62,335 | \$75,000 | 83.11% | \$75,000 | 83.11% | \$12,665 | | |

LOS ANGELES REGIONAL CONSORTIUM (LARC)
Strong Workforce Program - Regional Funds



BUDGET MODIFICATION REQUEST
(Requests to modify the budget line-items within an approved plan)

SWP - Regional Funds funded projects may request modifications to their approved budget by emailing this completed form to:
TO: **Denise Cordova Vidrio** (Accountant, Fiscal Agent(FA) dmvidrio@pasadena.edu & **Alejandra Landa-Flores** (FA Representative) alf@alejandralanda.com
CC: **Dr. Narineh Makijan** (LARC Chair) Nmakijan@pasadena.edu

Requests are reviewed to ensure allowability under the program RFA and alignment each grantees Work Plan. The decision of the LARC, along with any necessary next steps, will be communicated to the individual submitting this form and to the individual identified as the contact for project/program related matters in the related SWP Agreement.

| | | |
|--|-------------------------|----------------------|
| Funding Year (e.g. July 1, 2021 - December 31, 2023) | Funding Round | Request Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| PROJECT TITLE FROM NOVA APPLICATION (e.g. "LA-21 LBCC: Regional Occupational Clusters") | | |
| <input type="text"/> | | |
| College | College District | |
| <input type="text"/> | <input type="text"/> | |
| Contact Name | Email Address | |
| <input type="text"/> | <input type="text"/> | |

BUDGET MODIFICATION REQUEST

Part I. Spreadsheet: Enter only whole dollar amounts

| Expenditure Type | Current Approved Budget <i>(must match amount in NOVA)</i> | Amount of Total Expenditures Reported to Date in NOVA | Amount Remaining | Amount to be Added / Subtracted from Budget Category <i>(total must equal zero)</i> | Balance After Budget Modification <i>(amounts less than zero are not allowed)</i> |
|--|---|---|------------------|--|--|
| 1000 - Instructional Salaries | | | \$0 | | \$0 |
| 2000 - Non-Instructional Salaries | | | \$0 | | \$0 |
| 3000 - Employee Benefits | | | \$0 | | \$0 |
| 4000 - Supplies and Materials | | | \$0 | | \$0 |
| 5000 - Other Operating Expenses and Services | | | \$0 | | \$0 |
| 6000 - Capital Outlay | | | \$0 | | \$0 |
| Totals | \$0 | \$0 | \$0 | \$0 | \$0 |

Part II. Narrative: Description of the requested movement of funds and the rationale/justification for the move and impact on the Strong Workforce Program outcomes.

Approval of LARC Chair

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Printed Name | Signature | Date |

Approval of LARC Fiscal Agent

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Printed Name | Signature | Date |



UPCOMING FISCAL DEADLINES

- Budget Modification Requests (movement among object code categories) for 2022-23 Quarter 2 are due on **December 31, 2022.**
- 2022-23, Quarter 2 Invoices for 21/22 projects are due on **January 31, 2023.**
- 2022-23, Quarter 2 NOVA Fiscal reports for 21/22 projects are due on **February 15, 2023.**

SWP REGIONAL FUNDS
Fiscal Year 2022-23 Fiscal Deadlines

20/21 Projects ending on 09/30/2022

| Quarter | Reporting Period | Invoice Due Date | NOVA Fiscal Reports Due | Budget Modifications Due |
|---------|----------------------|------------------|-------------------------|--------------------------|
| 1 | 7/1/2022 - 9/30/2022 | 10/31/2022 | 11/15/2022 | 10/31/2022 |

21/22 Projects ending on 12/31/2023

| Quarter | Reporting Period | Invoice Due Date | NOVA Fiscal Reports Due | Budget Modifications Due |
|---------|------------------------|------------------|-------------------------|--------------------------|
| 1 | 7/1/2022 - 9/30/2022 | 10/31/2022 | N/A | 10/31/2022 |
| 2 | 10/1/2022 - 12/31/2022 | 1/31/2023 | 2/15/2023 | 12/31/2022 |
| 3 | 1/1/2023 - 3/31/2023 | 4/30/2023 | N/A | 3/31/2023 |
| 4P* | 4/1/2023 - 6/30/2023 | 6/30/2023 | N/A | N/A |
| 4A** | 4/1/2023 - 6/30/2023 | 7/31/2023 | 11/15/2022 | 6/30/2023 |

*Quarter 4P represents estimated expenditures for 4/1/2023 - 6/30/2023 to be reported on the Quarter 4 Provisional Invoice.

**Quarter 4A represents actual expenditures for 4/1/2023 - 6/30/2023 to be reported on the Quarter 4 Actuals Invoice.

Invoice Reminders:

- Submit(upload) signed invoices along with annotated general ledgers, completed GL cover sheets and other backup documentation in your College's designated "Quarterly Invoice Submissions folder" located in the SWP Regional Microsoft (MS) Team.
- Back-up documentation must be submitted for all expenditures. Annotate the detailed general ledger reports to indicate which project the expenditures are for if it is not clear from the budget report itself.
- Purchase Orders, executed contracts and/or additional documentation may be requested in order to substantiate and justify reimbursement of reported expenditures.
- Project expenditures will only be reimbursed up to the approved project budget amounts.
- Invoices will be compared against fiscal reporting in NOVA. Any inconsistencies will result in non-payment of invoices until all expenditures are reconciled.
- If no expenditures occurred during the reporting period, submit an invoice with \$0.00.
- Invoices must be submitted on a quarterly basis even though the NOVA reporting is on a bi-annual schedule.

LARC SWP Fiscal Team Contacts

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|---|--|
| Dr. Narineh Makijan, LARC Chair | Nmakijan@pasadena.edu |
| Denise Cordova –Vidrio, SWP Accountant | dmvidrio@pasadena.edu |
| Alejandra Landa-Flores, Fiscal Agent Representative | alf@alejandralanda.com Office: (832) 850-4403 |

