

SWP REGIONAL FUNDS – LA REGION

LARC FISCAL AGENT UPDATES 05/08/2026

GUIDANCE ON ROUND 9 (24/25) PROJECTS

All Round 9 SWP project activities must be fully completed by **June 30, 2026**. No extensions will be granted.

Budgets & Allowable Expenditures

- All [SWP expenditures](#) must be included in your approved NOVA project budget and must be tied directly to the workplan activities included in the approved [Round 9 SWP regional plan](#).
- If you have spent or anticipate spending in cost categories that did **not** have an approved budget, please submit a [budget modification request](#). The budget modification request forms will require a brief description of the proposed expenditures and the corresponding workplan activity.
- As a reminder, any [promotional material purchases](#) must be included in your approved plan budget. Prior to making any promotional material purchases, please email the LARC Fiscal Agent (FA) Team with the following for review:
 1. An image of the product(s) with planned design (e.g., logo, text)
 2. The intended purpose (e.g., specific CTE event)
 3. The approved Round 9 project and associated workplan activity
 4. Vendor quote with item details and estimated cost

All purchases are subject to review and approval by the LARC FA Team.

Expenditures & Reimbursements

- Reimbursements will not be issued for encumbrances posted after **June 30, 2026**.
- All items must be paid for and delivered by the final invoice deadline.
- All expenditures must be reflected in your detailed general ledger, and backup documentation submitted with your final invoice(s) due **July 31, 2026**.
- The LARC Fiscal Agent Team may request additional documentation to verify eligibility, including:
 - Purchase Orders
 - Executed Contracts
 - Other supporting records



FISCAL YEAR 2025-26 QUARTER 4 PROVISIONAL INVOICES

Fiscal Year 2025-26 Quarter 4 provisional invoice templates for Round 9 (24/25) and Round 10 (25/26) projects will be uploaded in MS Teams by June 1.

Invoice template project budget amounts must match the amounts in your executed SWP Round 9 (24/25) and Round 10 (25/26) Participation Agreements. If you note any discrepancies, please contact [Liza Saado](#), LARC Accountant.

Provisional Invoices are due in MS Teams by **EOD Tuesday, June 30**. Please include:

- Actual expenditures (April 1, 2026 – June 30, 2026)
- Encumbrances
- For Round 9 include estimated final expenditures that will appear on your final invoice.

LARC FISCAL UPCOMING DEADLINES

- FY 2025-26 Quarter 4 provisional invoices for Round 9 & 10 projects are due by **EOD June 30**.
- Round 9 (24/25) project activities end on **June 30, 2026**. No extensions will be granted.

For additional fiscal guidance and resources, please visit the LARC SWP Fiscal webpage: <https://losangelesrc.org/swp-cc/>