

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2014-02

DATE: July 18, 2013

TO: One-Stop Career Center Operators
Adult and Youth Program Service Providers

FROM: Matthew Dohner
Finance Director

SUBJECT: **OPERATIONS MANUAL REVISION: CHAPTER VI –
FINANCIAL MANAGEMENT**

PURPOSE

This Operations Issuance transmits a revised Chapter VI of the San Diego Workforce Partnership’s Operations Manual, Financial Management.

BACKGROUND

This revision contains changes to the language of the Chapter and adds sections to provide definitions and clarity as listed below. Updates have also been made to the section numbering, references, and links.

The main changes to Chapter VI are as follows:

- Section 6.0, “Introduction” – updates are provided to the list and links of federal regulations and a reference to 48 CFR Part 31 has been added as a link;
- Section 6.2.6, “Reporting Requirements”– language added to clarify which sections within the Chapter to reference for invoices, matching costs, and stand-in costs;
- Section 6.4.2, “Allowable Cost References”– the title of this section was changed to better define the section and updates are provided to the list of federal regulations;
- Section 6.5, “Negotiated Profit”– new section added to define profit and the process of negotiating profit in a contract;
- Section 6.6, “Match and Leveraged Resources” – new section added that defines the difference between match expenditures and leveraged resources and defines the process of reporting these expenditures;

- Section 6.11, “Contract Closeout” – language has been added to clarify the close-out process and the penalty has been corrected to be 10% not 1% for close-out packages not submitted by the due date;
- Section 6.12, “Audit”– updates are provided to the reference and link to the revised A-133 OMB Circular;
- Section 6.14, “Cost Allocation”– updates are provided to the list and links of federal regulations.

IMPLEMENTATION

This revision of Chapter VI supersedes and replaces the existing Chapter VI, issued as Operations Issuance 2013-11, Financial Management, on March 22, 2013.

There have been many changes made to the language of Chapter VI. Please review the Chapter thoroughly to be sure you are in compliance with the requirements. All changes in Chapter VI are effective immediately.

If you have any questions regarding this issuance, please contact your assigned Program Specialist at (619) 228-2900.

Attachment

None

A copy of the revised Operations Manual, Chapter VI, can be accessed at:
www.workforce.org/operations-manual

cc: Workforce Partnership Internal Distribution List
Mayer Hoffman McCann, P.C.