

## CLOSE OUT INSTRUCTIONS

### **Subrecipient Closeout**

You are responsible for the orderly and timely closeout of any subcontract (s) and the financial settlement of subrecipient claims. Subrecipients should be advised to prepare their claims or commercial invoices and submit them directly to you. In order to comply with time limitations imposed by the notification letter, it is suggested that you require all Subrecipient's to submit final reports which you may require, and the Subrecipient's final claims within a period of thirty (30) days from the expiration date of this contract.

### **Final Invoice**

Use the same invoice template form that you have been using for your monthly invoice reporting and prepare an appropriate invoice.

- A. Prepare the final invoice in accordance with the San Diego Workforce Partnership's (the Workforce Partnership) instructions previously furnished in the Operations Manual.
- B. All the accounts in your ledger should appear in the invoice, if they have a balance.
- C. In the event that the contract has more than one funding source, i.e., Adult, Dislocated Worker, or other, separate detailed statement(s) of costs must be submitted for each funding source, i.e., co-funding.

### **General Instructions**

- Follow the instructions on the exhibit/forms and complete all sections.
- All exhibits/forms must be signed by the individual authorized to sign and commit the organization to contractual actions.
- If an exhibit/form is not applicable, you must still sign and submit the exhibit/form, this indicates that the information you are providing is correct.
- In the event that the contract has more than one funding source (i.e., Adult, Dislocated Worker) a Close Out Packed must be submitted for **each** funding source.

### **Additional Supporting Documents and/or Requirements that must be included, if applicable:**

#### **Fidelity Bonds**

Upon closeout of the special the Workforce Partnership bank account:

- You must contact the corporate surety to ensure that the bond applicable to the contract is cancelled, or if the contract is covered by a rider to a bond, that the proper adjustment is made.
- If premium refunds are due, you must request that they be identified by contract number and returned to you.
- Any refunds received must be included in the aggregate cashier's or certified check covering refunds transmitted with the closeout package if they are received prior to forwarding the package to the Workforce Partnership. The money must be identified by amount in the accompanying statement.
- Any refund due to cancellation of bond must be forwarded as soon as possible to the Workforce Partnership.
- A copy of your letter to the insurance carrier must be included with your closeout package.

### **Worker's Compensation**

Because costs of most Worker's Compensation policies with commercial companies are based on estimated payroll figures, a payroll audit by the insuring company at the time of closeout may result in a substantial refund on the policy. A copy of your letter to the insurance carrier requesting the payroll audit must be included with the closeout package.

### **Refunds Due to the Workforce Partnership**

All refunds which are due to the Workforce Partnership (except the preliminary refund of excess advance funds) must be made by an aggregate (if more than one refund is involved) cashier's or certified check, where possible, made payable to the San Diego Workforce Partnership, Inc. If a check is included with the closeout package, place in front of the packet.

### **Unclaimed Wages**

- A. Any unclaimed payroll checks that have been outstanding for the period required by law or longer after the expiration date of the contract will be cancelled or a stop payment order placed with the bank, as appropriate. The total amount of money from unclaimed payroll must be included in the certified or cashier's refund check with an accompanying statement showing the breakdown of these funds.
- B. No reduction of recorded expenditures is to be made when unclaimed checks for wages or other obligations are cancelled or a stop payment order is placed with the bank.
- C. When unclaimed funds are returned to the Workforce Partnership, a list of all possible claimants of these funds must be prepared and attached to the Subrecipient's Release Form. The list will include the following pertinent data:
  1. Claimant's name, last known address, amount of money due, and Social Security number for each individual to whom checks for wages were due.
  2. Check number, date of issuance and amount of each un-cashed check.
  3. Pay period during which the money was earned, including the number of hours, hourly rate of pay and dates worked.
  4. Name, address and telephone number of any person who may be contacted in connection with any claim that may arise. Normally this would be the individual who has control of the Subrecipient's financial record.

### **Other Refunds and Cancelled Checks**

Refunds received by the Subrecipient may include adjustments for fidelity bond, Worker's Compensation or other insurance, adjustments on leases, utility deposits or others. These refunds, if received prior to preparation of the final invoice and closeouts should be recorded as reductions to applicable expenditures.

Checks, other than payroll checks, that have been cancelled or on which a stop payment has been placed, if not reissued, normally would also require an adjustment to applicable expenditures.

These refunds and cancelled checks should be reflected in the balance of the Working Capital Advance.