



TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board (HC-WDB)

EFFECTIVE: 06/13/2019

SUBJECT: WIOA Cash Management

REFERENCES: 2 CFR 200 (200.305 Payment)

PURPOSE:

The purpose of this policy is to provide guidelines for cash management of Federal grant funds.

BACKGROUND:

Federal and state guidelines limit the amount of funds that a grantee organization can hold on account. As a recipient of federal funds, the HC-WDB is required to minimize the time elapsing between the transfer of funds from the United States Treasury, or their pass-through entity, and the disbursement to non-federal entities (subrecipients), thereby limiting its cash reserves. This policy outlines cash management standards for funds administered by HC-WDB.

DEFINITIONS

Non-Federal entity means a state, local government, Native American tribe, institution of higher education, or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

POLICY AND PROCEDURE:

The HC-WDB shall maintain under its control an appropriate level of funds to cover appropriate organization and program operator expenses in order to minimize time elapsed between state transfers and HC-WDB disbursements.

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The amount of funds available to HC-WDB and all grantee financial accounts will be kept at a minimum and limited to the actual immediate disbursement needs to carry out the programs. HC-WDB will manage all funds on a cost reimbursement basis. HC-WDB will comply with funding source rules and regulations, as well as the Uniform Administrative Requirements – Cost Principles and Audit Requirements for Federal Awards.

HC-WDB requires that every subrecipient receiving funds through a contract with HC-WDB shall establish and maintain cash management procedures that comply with the above standards. HC-WDB shall monitor the subrecipient's financial management system to ensure compliance with this policy. A subrecipient that consistently fails to conform to this requirement and accumulates excess cash may be subject to corrective action to minimize or eliminate excess cash.

The County Administrative Officer (CAO) is delegated by the Board of Supervisors the authority to administer necessary cash management procedures. The Economic Development Department, under the direction of the CAO, is operationally responsible for cash management and will monitor all cash accounts to ensure compliance with required regulations.

INQUIRIES:

Any questions regarding this policy may be directed to the Workforce Development Board Executive Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required? Yes No