



David A. Paterson, Governor

Colleen C. Gardner, Commissioner

## NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

### Workforce Development System Technical Advisory #10-14

**TO:** Workforce Development Community

**DATE:** August 4, 2010

**SUBJECT:** Final Closeout of Federal Fiscal Year 2008 TAA Funds

**PURPOSE:** This Technical Advisory details the procedures the State of New York has established to closeout the specific funds named above in a timely manner in accordance with Federal Requirements.

#### **BACKGROUND:**

In order to comply with appropriate Trade Act Rules and Regulations regarding the period of availability of expenditure for funds, the State has established closeout procedures and timetables for Local Workforce Investment Areas (LWIAs).

#### **ACTION: General Closeout Requirements:**

- No costs may be incurred using FY08 funds after September 30<sup>th</sup>, 2010.
  - LWIAs will have until October 29<sup>th</sup>, 2010 to make any FY08 corrections or adjustments to expenditures, such as liquidating accruals, deobligating FY08 expenditures and moving expenditures from another funding year to fully expend FY08.
  - In order to move expenditures from another funding year to FY08, the expenses must have been incurred between October 1, 2008 and September 30, 2010 for FY09 expenditures and October 1, 2009 and September 30, 2010 for FY10 expenditures.
  - Prior to and during the closeout period of FY08, LWIAs must draw cash cautiously and methodically to avoid an excessive cash situation. There is a tendency to draw large amounts of cash toward the end of the funding year for future costs - please avoid this practice.
  - All FY08 cash must be drawn and adjusted by November 30<sup>th</sup>, 2010.
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- If a LWIA fails to fully liquidate FY08 by October 29th, 2010, cash ordering for all years other than FY08 may be suspended.

## **Closeout Documents:**

All three Closeout Documents are due no later than close of business **November 10<sup>th</sup>, 2010** (along with the October 2010 AER).

- **Closeout Certificate for Federal Fiscal Year 2008 TAA Funds:**  
This document should be used to transmit the closeout package and will serve as a checklist to verify that closeout procedures have been taken.
- **Refunds, Rebates, and Credits Form for Federal Fiscal Year 2008:** An authorized signatory for the LWIA must sign this form.
- **LWIA Cash Reconciliation Sheet (7-10):** This form reconciles funds when they have not been fully expended, there are outstanding liabilities (accruals), there is cash on hand to be returned, or cash, which has not been received by the LWIA as of October 31<sup>st</sup>, 2010.

The cash reconciliation form must be filled out and submitted with each Accrued Expenditure Report (AER) for FY08 cash during the closeout period (starting with the October AER due November 10th, 2010 and with each AER thereafter until FY08 cash has been fully expended). The final cash reconciliation sheet must show a cash-on-hand balance and an Outstanding Liabilities balance of zero (\$0).

If a cash-on-hand balance remains for FY08 after all expenditures have been paid, a cash adjustment should be submitted with the Cash Reconciliation sheet.

## **Closeout Period Timetable:**

### **September 30, 2010:**

- No FY08 costs may be incurred after this date.

### **October 12, 2010:**

- September 2010 TAA AER is due.

### **October 29<sup>th</sup>, 2010**

- All FY08 funds that have not been expended or accrued must be deobligated and moved to another year if funds are still needed for the individual.
  - If FY08 funds are not expended or accrued and are no longer needed for the individual, the funds must be deobligated (completely removed from the books).
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- If you have deobligated funds as explained above, you must replace the amount of the deobligated funds with qualifying FY09 or FY10 expenditures by October 29<sup>th</sup>, 2010.
- All FY08 accruals must be liquidated.

**November 10, 2010:**

- October 2010 TAA AER is due.
- FY08 Closeout Package is due.

**November 30, 2010:**

- All cash adjustments must be completed.
- All FY08 cash must be drawn; FY08 cash balance must be zero (\$0).

**December 10, 2010:**

- November 2010 TAA AER is due.
- Updated Cash Reconciliation Sheet is due.

**Please be aware, failure to meet deadlines can result in suspension of cash requests.**

**Submission of FY 2008 Closeout Documents:**

Please submit a completed Closeout Package no later than November 10, 2010 to:

Ms. Sheila Maddox  
New York State Department of Labor  
Division of Employment and Workforce Solutions  
Office of Workforce Investments  
State Office Building Campus  
Building 12, Room 290  
Albany, New York 12240

***Inquiries***

Please direct all questions regarding this Technical Advisory to your Financial Oversight and Technical Assistance (FOTA) Representative.

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***Attachments***

- A. TAA Closeout Certificate**
- B. TAA Refunds Closeout Form**
- C. Cash Reconciliation**