



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

A G E N D A

**February 28, 2013
3:00 p.m.**

Meeting will be held at:

***Madera County Workforce Assistance Center
Conference Room
441 E. Yosemite Avenue
Madera, CA 93638
(559) 662-4589***

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Board, may request assistance by contacting the Senior Administrative Assistant at Madera County Workforce Development Office, 441 E. Yosemite Avenue, Madera, CA 93638; Telephone 559/662-4589; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Board website at http://www.maderawac.org/WIB/public_meetings/Pages/index.aspx. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes and only one speaker per subject matter.

3.0 Introductions and Recognitions

3.1 Introduction of Madera County Workforce Investment Corporation Staff – Workforce Assistant & Customer Service Representatives

4.0 Consent Calendar

4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Board Meeting Minutes – January 24, 2013

5.0 Action Items

5.1 Approve Flexible Spending Account Policy

5.2 Approve Transfer of Funds from the Dislocated Worker Funding Stream to the Adult Funding Stream

5.3 Approve MCWIC Budget Process and Format

6.0 Information Items

6.1 Budget Update

6.2 Projects/Grants Update

6.3 City of Madera Community Development Block Grant (CDBG)

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Committee Members

8.2 Staff

9.0 Next Meeting

March 28, 2013

10.0 Adjournment



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

January 24, 2013

MINUTES

PRESENT: Debi Bray, Bob Carlson, Cecilia Massetti, Ed.D., Max Rodriguez, Robyn Smith, Kelly Woodard

ABSENT:

GUEST:

OTHERS: Tracie Scott-Contreras, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order at 3:07 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

Directors and Staff congratulated Max Rodriguez on becoming the Chair of the Madera County Board of Supervisors.

4.0 Consent Calendar

4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – December 6, 2012

Debi Bray moved to approve, seconded by Bob Carlson

Vote: approved 5-0

Yes: Debi Bray, Bob Carlson, Max Rodriguez, Robyn Smith, Kelly Woodard

5.0 Action Items

5.1 Approve Resolution for Name Change to Madera County Workforce Investment Corporation for Department of Rehabilitation

The Department of Rehabilitation (DOR) requires that they have a signed resolution form the MCWIC in order to do business. DOR is a One Stop partner and pays a portion of the rent for staff housed in the building. The resolution would allow staff to move forward with a contract with DOR and receive future rents.

Robyn Smith moved to approve, seconded by Max Rodriguez

Vote: approved 5-0

Yes: Debi Bray, Bob Carlson, Max Rodriguez, Robyn Smith, Kelly Woodard

5.2 Approve Resolution for Participation in Employment Development Department Unemployment Insurance and State Disability Insurance

The Employment Development Department (EDD) requires a signed resolution from entities wishing to participate in their unemployment insurance (UI) and state disability insurance (SDI) programs. Participation in EDD's program is not mandatory but is the most widely used. Employers who do not choose to use EDD's program will need to develop a self-insured process for their staff.

Debi Bray moved to approve, seconded by Bob Carlson

Vote: approved 5-0

Yes: Debi Bray, Bob Carlson, Max Rodriguez, Robyn Smith, Kelly Woodard

6.0 Information Items

6.1 Madera County Workforce Investment Corporation Employee Handbook

Per the MCWIC Board, staff forwarded the employee handbook to the attorney for review. After review, some minor changes were made to the handbook e.g. adding more protected categories per the State of California, information on credit checks, and FMLA for the State of California. None of the changes were substantive and the handbook was vetted by the attorneys.

6.2 Five Year Strategic Plan Update

Staff is working hard on developing the Madera WIB's plan for our local area and have recruited WIB Directors for an ad-hoc committee to help develop the plan. The Plan will go to the Board of Supervisors for approval once it is finalized and ready to be submitted. Staff may ask for input from the Supervisors throughout the process. Staff have received the initial draft of the State's initial plan. The State's plan incorporated various local areas as well as community colleges, pre-apprenticeships, K-12 education and anything in the State related to training and employment services. Some portions of the plan will be done regionally. The biggest issue some areas will have is the WIB private sector majority composition. Many areas are unable to meet that criteria in its composition. Staff is looking to work with all the Partner agencies. The Plan is due to the State by July 1, 2013. Regions will also be looking at other states and their processes and methods for their workforce systems.

6.3 Form 700

Form 700s are due by April 1, 2013.

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Debi Bray: would like to receive budget updates from staff at every MCWIC meeting. Fiscal staff are still working on finalizing the MCWIC budget after separating from Madera County Office of Education. The process has been lengthy. Staff are working on finalizing the budget and will provide updates to the Board at meetings and possibly via email as needed.

There will be a workshop on Health Care Reform which will provide information on the new health care laws. Space is limited – must RSVP to reserve a spot.

Cecelia Massetti: the public opening/ribbon cutting for the new education building will be held on Monday, February 11, 2013 from 2:00 to 4:00 p.m.

8.2 Staff

None

9.0 Next Meeting

February 28, 2013

10.0 Adjournment

Meeting adjourned at 3:54 p.m.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 5.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: February 28, 2013

Subject: Approve Flexible Spending Account Policy

Recommendation:

Staff recommends the approval of the Flexible Spending Account (FSA) Policy.

Summary:

Per Internal Revenue Service regulation the Flexible Spending Accounts are a “use it or lose it” plan. This means that amounts in the account at the end of the plan year cannot be carried over to the next year. However, the plan can provide for a grace period of up to two months after the end of the plan year. If there is a grace period, any qualified medical expenses incurred in that period can be paid from any amounts left in the account at the end of the previous year. The employer is not permitted to refund any part of the balance to an employee. This information, as a policy, will be added to the Employee Handbook.

Financing:

Workforce Investment Act of 1998



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 5.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: February 28, 2013

**Subject: Approve Transfer of Funds from the Dislocated Worker Funding
Stream to the Adult Funding Stream**

Recommendation:

Staff recommend approving the transfer of \$200,000 from the dislocated worker funding stream to the adult funding stream.

Summary:

A current state waiver allows for the transfer of up to 50% of dislocated worker funds to adult funds. We must process a formal request for the transfer with an explanation as to why the transfer is necessary. We have received several additional grants that were specifically for the dislocated worker population and have been able to adequately continue to train and provide services to that population but due to the economy we have experienced an increase of adult customers seeking intensive and training services and the adult funding stream has been impacted by the demand to the extent we had to suspend intensive and training services to the adult population. This transfer will allow continued services to the adult population.

Financing:

Workforce Investment Act of 1998



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 5.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: February 28, 2013

Subject: Approve MCWIC Budget Process and Format

Recommendation:

Staff recommend approval of the MCWIC budget, January 1 through June 30, 2013 documents as formatted as well as budget expenditure documents for FY 12-13 through January 31, 2013.

Summary:

Staff have provided numerous budget and expenditure related documents that depict the complete FY 2012-13 fiscal activity of the WIA program to include allocations for numerous funding streams and grants, the operating expenses and the cost allocation of operating expenses across funding streams, cost/facility allocation to partner agencies, expenditures for participants, obligations, and a Financial Activity Report from Madera County Office of Education for the period 1 July through 31 December 2012 and comparison financial data between that period, previous fiscal years and projected MCWIC activity for 1 January through 30 June 2013. We are still in the process of closing out financial activity from MCOE as well as populating the new MCWIC accounting system.

Financing:

Workforce Investment Act of 1998

CONSOLIDATED INFORMATION:

Total Payroll Admin & Program			Adult		DW		RR		Youth			CCP	
Adm & Prog FTE %			4.42%	32.13%	0.44%	3.32%	2.09%	11.55%	0.28%	0.32%	1.21%	0.41%	2.26%
Salaries	\$	675,987.92	\$29,870	\$217,220	\$3,005	\$22,420	\$14,120	\$78,085	\$1,879	\$2,180	\$8,199	\$2,760	\$15,269
Benefits/Taxes	\$	230,195.05	\$10,172	\$73,970	\$1,023	\$7,635	\$4,808	\$26,590	\$640	\$742	\$2,792	\$940	\$5,200
TOTAL Salaries/Benefits	\$	906,182.97	\$40,042	\$291,191	\$4,029	\$30,055	\$18,928	\$104,675	\$2,518	\$2,922	\$10,991	\$3,700	\$20,468
Total Payroll by Funding Source			\$331,233		\$34,084		\$123,603		\$16,432			\$24,169	
Overhead/Operating Description	GL	Costs											
Materials & Supplies	5200 \$	3,008	\$133	\$967	\$13	\$100	\$63	\$347	\$8	\$10	\$36	\$12	\$68
Rent (Madera, Oakhurst)*	5300 \$	49,168	\$2,173	\$15,800	\$219	\$1,631	\$1,027	\$5,680	\$137	\$159	\$596	\$201	\$1,111
Telephone*	5320 \$	7,642	\$338	\$2,456	\$34	\$253	\$160	\$883	\$21	\$25	\$93	\$31	\$173
Utilities*	5330 \$	12,797	\$565	\$4,112	\$57	\$424	\$267	\$1,478	\$36	\$41	\$155	\$52	\$289
Insurance	5340 \$	2,985	\$132	\$959	\$13	\$99	\$62	\$345	\$8	\$10	\$36	\$12	\$67
Postage	5400 \$	1,055	\$47	\$339	\$5	\$35	\$22	\$122	\$3	\$3	\$13	\$4	\$24
Printing	5410 \$	350	\$15	\$112	\$2	\$12	\$7	\$40	\$1	\$1	\$4	\$1	\$8
Advertising	5420 \$	500	\$22	\$161	\$2	\$17	\$10	\$58	\$1	\$2	\$6	\$2	\$11
Bank Charges (EFT charges, etc.)	5430 \$	45	\$2	\$14	\$0	\$1	\$1	\$5	\$0	\$0	\$1	\$0	\$1
Dues & Membership	5440 \$	250	\$11	\$80	\$1	\$8	\$5	\$29	\$1	\$1	\$3	\$1	\$6
Publications	5450 \$	235	\$10	\$76	\$1	\$8	\$5	\$27	\$1	\$1	\$3	\$1	\$5
Auditing	5500 \$	15,000	\$663	\$4,820	\$67	\$498	\$313	\$1,733	\$42	\$48	\$182	\$61	\$339
Legal Fees	5510 \$	6,394	\$283	\$2,055	\$28	\$212	\$134	\$739	\$18	\$21	\$78	\$26	\$144
Consulting Fees	5520 \$	500	\$22	\$161	\$2	\$17	\$10	\$58	\$1	\$2	\$6	\$2	\$11
Office Equipment	5600 \$	5,000	\$221	\$1,607	\$22	\$166	\$104	\$578	\$14	\$16	\$61	\$20	\$113
Equipment Maintenance	5610 \$	500	\$22	\$161	\$2	\$17	\$10	\$58	\$1	\$2	\$6	\$2	\$11
Equipment Rental	5620 \$	1,681	\$74	\$540	\$7	\$56	\$35	\$194	\$5	\$5	\$20	\$7	\$38
Software	5630 \$	4,082	\$180	\$1,312	\$18	\$135	\$85	\$472	\$11	\$13	\$50	\$17	\$92
Internet*	5640 \$	1,832	\$81	\$589	\$8	\$61	\$38	\$212	\$5	\$6	\$22	\$7	\$41
Travel	5700 \$	10,636	\$470	\$3,418	\$47	\$353	\$222	\$1,229	\$30	\$34	\$129	\$43	\$240
Employee Training (IT, SAGE, misc. staff)	5710 \$	6,003	\$265	\$1,929	\$27	\$199	\$125	\$693	\$17	\$19	\$73	\$25	\$136
Meeting Costs	5730 \$	150	\$7	\$48	\$1	\$5	\$3	\$17	\$0	\$0	\$2	\$1	\$3
Professional Services & Operat. Exp.	5800 \$	5,350	\$236	\$1,719	\$24	\$177	\$112	\$618	\$15	\$17	\$65	\$22	\$121
Geographic Solutions	5800 \$	16,550	\$731	\$5,318	\$74	\$549	\$346	\$1,912	\$46	\$53	\$201	\$68	\$374
EMSI	5800 \$	6,000	\$265	\$1,928	\$27	\$199	\$125	\$693	\$17	\$19	\$73	\$25	\$136
Other Grant Specific Expenses:													
Job Fair Advertisement/supplies								\$1,300					
MCOE Due To Expenditures (Liabilities - not finalized)	\$	75,987		\$16,102		\$5,261		\$3,897			\$1,470		\$5,492
DEI Flex Printing/Newspaper adv	\$	450											
Van Repair	\$	2,435											
DEI Flex Quarterly Meetings (airfare, travel, lodging, etc.)	\$	4,500											
FRC Employee Training portion	\$	1,637											
Partner paid overhead costs based on Sq Ftg. r \$	(7,262)		(\$321)	(\$3,376)	(\$32)	(\$241)	(\$152)	(\$839)	(\$20)	(\$23)	(\$88)	(\$30)	(\$164)
*approx 8-6 months due to late invoices coming in	Control	\$	242,722										
Total Overhead by Funding			\$70,054		\$10,920		\$25,719		\$4,198			\$9,505	
Participant Costs/Contracts													
Skills Training	5800	9021		\$83,349		\$110,841							
OJT	5800	9022				\$10,000							
Participant Supplies	4300	9052											
DEI flex	5800	9051											
Youth Contracts	5800	5800								\$142,054	\$7,500		
WorkKeys	5800	0							\$1,500				
			\$0	\$83,349	\$0	\$120,841	\$0	\$0	\$0	\$1,500	\$149,554	\$0	\$0
Total Participant Allocated Funding			\$83,349		\$120,841		\$0		\$151,054			\$0	
			Adult		DW		RR		Youth			CCP	
Total Payroll by Funding Source			\$40,042	\$291,191	\$4,029	\$30,055	\$18,928	\$104,675	\$2,518	\$2,922	\$10,991	\$3,700	\$20,468
Total Overhead by Funding			\$6,648	\$63,405	\$669	\$10,251	\$3,143	\$22,576	\$418	\$485	\$3,294	\$614	\$8,890
Total Participant Allocated Funding			\$0	\$83,349	\$0	\$120,841	\$0	\$0	\$0	\$1,500	\$149,554	\$0	\$0
Subtotal			\$46,690	\$437,945	\$4,698	\$161,147	\$22,070	\$127,251	\$2,937	\$4,908	\$163,840	\$4,315	\$29,359
Note: amounts in black are an increase to the budget, amounts in red are a decrease to budget													
			Adult		DW		RR		Youth			CCP	
Total Estimated Expense (payroll,overhead,client)			(\$484,635)	(\$165,845)	(\$149,322)				(\$171,684)			(\$33,673)	
12-13 Formula/Grants/Contracts			\$620,044	\$580,828	\$224,554				\$590,458			\$41,242	
Reserve for 13-14 if allowable			(\$111,608)	(\$104,549)	\$0				(\$106,282)			(\$2,095)	
11-12 Reserve carried-into 12-13			\$347,578	\$219,713	\$0				\$448,222			\$0	
Obligations (open PO's carried in from MCOE)			(\$65,690)	(\$11,584)	\$0				(\$490,769)			\$0	
Less MCOE FY 2013 Expenditures already expensed to Grants/Contracts			(\$474,813)	(\$212,450)	(\$76,458)				(\$269,945)			(\$5,492)	
Adjustments (usually due to mid year grant end dates)			(\$30,876)	(\$106,114)	\$1,225			\$0			\$0		
WIA Transfer of Grant Funds (50% allowability)			\$200,000	(\$200,000)									
Budget Available			(\$0)	(\$0)	(\$0)				\$0			(\$0)	

MCWIC Budget January 2013 - June 2013

CONSOLIDATED INFORMATION:

Total Payroll Admin & Program			ADDW		DEI WP		DEI WIA		SCCCD		VET				
Adm & Prog FTE %			2.65%	19.63%	1.23%	6.90%	0.70%	3.87%	0.00%	0.00%	0.33%	2.43%			
Salaries	\$	675,987.92	\$17,945	\$132,688	\$8,284	\$46,652	\$4,723	\$26,133	\$0	\$0	\$2,234	\$16,452			
Benefits/Taxes	\$	230,195.05	\$6,111	\$45,184	\$2,821	\$15,886	\$1,608	\$8,899	\$0	\$0	\$761	\$5,602			
TOTAL Salaries/Benefits	\$	906,182.97	\$24,055	\$177,872	\$11,105	\$62,538	\$6,332	\$35,032	\$0	\$0	\$2,994	\$22,054			
Total Payroll by Funding Source			\$201,928		\$73,642		\$41,363		\$0		\$25,048				
Overhead/Operating Description			GL	Costs											
Materials & Supplies	5200	\$	3,008	\$80	\$590	\$37	\$208	\$21	\$116	\$0	\$0	\$10	\$73		
Rent (Madera, Oakhurst)*	5300	\$	49,168	\$1,305	\$9,651	\$603	\$3,393	\$344	\$1,901	\$0	\$0	\$162	\$1,197		
Telephone*	5320	\$	7,642	\$203	\$1,500	\$94	\$527	\$53	\$295	\$0	\$0	\$25	\$186		
Utilities*	5330	\$	12,797	\$340	\$2,512	\$157	\$883	\$89	\$495	\$0	\$0	\$42	\$311		
Insurance	5340	\$	2,985	\$79	\$586	\$37	\$206	\$21	\$115	\$0	\$0	\$10	\$73		
Postage	5400	\$	1,055	\$28	\$207	\$13	\$73	\$7	\$41	\$0	\$0	\$3	\$26		
Printing	5410	\$	350	\$9	\$69	\$4	\$24	\$2	\$14	\$0	\$0	\$1	\$9		
Advertising	5420	\$	500	\$13	\$98	\$6	\$0	\$3	\$19	\$0	\$0	\$2	\$12		
Bank Charges (EFT charges, etc.)	5430	\$	45	\$1	\$9	\$1	\$3	\$0	\$2	\$0	\$0	\$0	\$1		
Dues & Membership	5440	\$	250	\$7	\$49	\$3	\$17	\$2	\$10	\$0	\$0	\$1	\$6		
Publications	5450	\$	235	\$6	\$46	\$3	\$16	\$2	\$9	\$0	\$0	\$1	\$6		
Auditing	5500	\$	15,000	\$398	\$2,944	\$184	\$1,035	\$105	\$580	\$0	\$0	\$50	\$365		
Legal Fees	5510	\$	6,394	\$170	\$1,255	\$78	\$441	\$45	\$247	\$0	\$0	\$21	\$156		
Consulting Fees	5520	\$	500	\$13	\$98	\$6	\$35	\$3	\$19	\$0	\$0	\$2	\$12		
Office Equipment	5600	\$	5,000	\$133	\$981	\$61	\$345	\$35	\$193	\$0	\$0	\$17	\$122		
Equipment Maintenance	5610	\$	500	\$13	\$98	\$6	\$35	\$3	\$19	\$0	\$0	\$2	\$12		
Equipment Rental	5620	\$	1,681	\$45	\$330	\$21	\$116	\$12	\$65	\$0	\$0	\$6	\$41		
Software	5630	\$	4,082	\$108	\$801	\$50	\$282	\$29	\$158	\$0	\$0	\$13	\$99		
Internet*	5640	\$	1,832	\$49	\$360	\$22	\$126	\$13	\$71	\$0	\$0	\$6	\$45		
Travel	5700	\$	10,636	\$282	\$2,088	\$130	\$734	\$74	\$411	\$0	\$0	\$35	\$259		
Employee Training (IT, SAGE, misc. staff)	5710	\$	6,003	\$159	\$1,178	\$74	\$414	\$42	\$232	\$0	\$0	\$20	\$146		
Meeting Costs	5730	\$	150	\$4	\$29	\$2	\$10	\$1	\$6	\$0	\$0	\$0	\$4		
Professional Services & Operat. Exp.	5800	\$	5,350	\$142	\$1,050	\$66	\$369	\$37	\$207	\$0	\$0	\$18	\$130		
Geographic Solutions	5800	\$	16,550	\$439	\$3,249	\$203	\$1,142	\$116	\$640	\$0	\$0	\$55	\$403		
EMSI	5800	\$	6,000	\$159	\$1,178	\$74	\$414	\$42	\$232	\$0	\$0	\$20	\$146		
Other Grant Specific Expenses:															
Job Fair Advertisement/supplies															
MCOE Due To Expenditures (Liabilities - not finalized)			\$	75,987	\$9,519		\$26,393		\$2,740		\$909		\$5,527		
DEI Flex Printing/Newspaper adv			\$	450											
Van Repair			\$	2,435											
DEI Flex Quarterly Meetings (airfare, travel, lodging, etc.)			\$	4,500											
FRC Employee Training portion			\$	1,637											
Partner paid overhead costs based on Sq Ftg. r \$			(7,262)		(\$193)	(\$1,425)	(\$89)	(\$501)	(\$51)	(\$281)	\$0	\$0	(\$24)	(\$177)	
*approx 8-6 months due to late invoices coming in			Control	\$	242,722	\$3,994	\$39,051	\$1,844	\$36,742	\$1,051	\$8,556	\$0	\$909	\$497	\$9,189
Total Overhead by Funding			\$43,045		\$38,586		\$9,608		\$909		\$9,686				
Participant Costs/Contracts															
Skills Training	5800	9021		\$55,000								\$11,519			
OJT	5800	9022													
Participant Supplies	4300	9052						\$40,000							
DEI flex	5800	9051													
Youth Contracts	5800	5800													
WorkKeys	5800	0													
			\$0	\$55,000	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$11,519			
Total Participant Allocated Funding			\$55,000		\$0		\$40,000		\$0		\$11,519				
			ADDW		DEI WP		DEI WIA		SCCCD		VET				
Total Payroll by Funding Source			\$24,055	\$177,872	\$11,105	\$62,538	\$6,332	\$35,032	\$0	\$0	\$2,994	\$22,054			
Total Overhead by Funding			\$3,994	\$39,051	\$1,844	\$36,742	\$1,051	\$8,556	\$0	\$909	\$497	\$9,189			
Total Participant Allocated Funding			\$0	\$55,000	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$11,519			
Subtotal			\$28,049	\$271,923	\$12,948	\$99,280	\$7,383	\$83,588	\$0	\$909	\$3,491	\$42,762			
Note: amounts in black are an increase to the budget, amounts in red are a decrease to budget															
			ADDW		DEI WP		DEI WIA		SCCCD		VET				
Total Estimated Expense (payroll,overhead,client)			(\$299,972)		(\$112,228)		(\$90,971)		(\$909)		(\$46,253)				
12-13 Formula/Grants/Contracts			(\$270,000)		\$0		\$0		\$0		\$0				
Reserve for 13-14 if allowable			\$0		(\$161,937)		(\$103,740)		\$0		\$0				
11-12 Reserve carried-into 12-13			\$711,687		\$394,828		\$293,597		\$19,466		\$56,256				
Obligations (open PO's carried in from MCOE)			(\$48,179)		\$0		(\$9,715)		\$0		(\$105)				
Less MCOE FY 2013 Expenditures already expensed to Grants/Contracts			(\$198,424)		(\$120,662)		(\$89,171)		(\$5,795)		(\$40,774)				
Adjustments (usually due to mid year grant end dates)			\$104,889		\$0		\$0		\$0		\$30,876				
WIA Transfer of Grant Funds (50% allowability)															
Budget Available			\$0		\$0		\$0		\$12,762		(\$0)				

MCWIC Budget January 2013 - June 2013

CONSOLIDATED INFORMATION:

Total Payroll Admin & Program		NEG OJT		Assessment	DEI Flex	Partner Charge	CVOC - Facility	DOR - Facility	
Adm & Prog FTE %		0.08%	0.58%	0.06%	0.00%	0.00%	1.33%	0.34%	
Salaries	\$ 675,987.92	\$527	\$3,938	\$422	\$0	\$0	\$8,957	\$2,281	
Benefits/Taxes	\$ 230,195.05	\$179	\$1,341	\$144	\$0	\$0	\$3,050	\$777	
TOTAL Salaries/Benefits	\$ 906,182.97	\$706	\$5,279	\$566	\$0	\$0	\$12,007	\$3,058	
Total Payroll by Funding Source		\$5,985		\$566	\$0	\$0	\$12,007	\$3,058	
Overhead/Operating Description	GL	Costs							
Materials & Supplies	5200 \$	3,008	\$2	\$18	\$2	\$0	\$40	\$10	
Rent (Madera, Oakhurst)*	5300 \$	49,168	\$38	\$286	\$31	\$0	\$651	\$166	
Telephone*	5320 \$	7,642	\$6	\$45	\$5	\$0	\$101	\$26	
Utilities*	5330 \$	12,797	\$10	\$75	\$8	\$0	\$170	\$43	
Insurance	5340 \$	2,985	\$2	\$17	\$2	\$0	\$40	\$10	
Postage	5400 \$	1,055	\$1	\$6	\$1	\$0	\$14	\$4	
Printing	5410 \$	350	\$0	\$2	\$0	\$0	\$5	\$1	
Advertising	5420 \$	500	\$0	\$3	\$0	\$0	\$7	\$2	
Bank Charges (EFT charges, etc.)	5430 \$	45	\$0	\$0	\$0	\$0	\$1	\$0	
Dues & Membership	5440 \$	250	\$0	\$1	\$0	\$0	\$3	\$1	
Publications	5450 \$	235	\$0	\$1	\$0	\$0	\$3	\$1	
Auditing	5500 \$	15,000	\$12	\$87	\$9	\$0	\$199	\$51	
Legal Fees	5510 \$	6,394	\$5	\$37	\$4	\$0	\$85	\$22	
Consulting Fees	5520 \$	500	\$0	\$3	\$0	\$0	\$7	\$2	
Office Equipment	5600 \$	5,000	\$4	\$29	\$3	\$0	\$66	\$17	
Equipment Maintenance	5610 \$	500	\$0	\$3	\$0	\$0	\$7	\$2	
Equipment Rental	5620 \$	1,681	\$1	\$10	\$1	\$0	\$22	\$6	
Software	5630 \$	4,082	\$3	\$24	\$3	\$0	\$54	\$14	
Internet*	5640 \$	1,832	\$1	\$11	\$1	\$0	\$24	\$6	
Travel	5700 \$	10,636	\$8	\$62	\$7	\$0	\$141	\$36	
Employee Training (IT, SAGE, misc. staff)	5710 \$	6,003	\$5	\$35	\$4	\$0	\$80	\$20	
Meeting Costs	5730 \$	150	\$0	\$1	\$0	\$0	\$2	\$1	
Professional Services & Operat. Exp.	5800 \$	5,350	\$4	\$31	\$3	\$0	\$71	\$18	
Geographic Solutions	5800 \$	16,550	\$13	\$96	\$10	\$0	\$219	\$56	
EMSI	5800 \$	6,000	\$5	\$35	\$4	\$0	\$80	\$20	
Other Grant Specific Expenses:									
Job Fair Advertisement/supplies									
MCOE Due To Expenditures (Liabilities - not finalized)	\$ 75,987		\$316	(\$743)	(\$344)	(\$552)			
DEI Flex Printing/Newspaper adv	\$ 450				\$450				
Van Repair	\$ 2,435								
DEI Flex Quarterly Meetings (airfare, travel, lodging, etc.)	\$ 4,500				\$4,500				
FRC Employee Training portion	\$ 1,637								
Partner paid overhead costs based on Sq Ftg. r \$ (7,262)		(\$6)	(\$42)	(\$5)	\$0		\$4,580	\$4,290	
*approx 8-6 months due to late invoices coming in	Control \$ 242,722		\$117	\$1,192	(\$649)	\$4,606	(\$552)	\$6,670	\$4,822
Total Overhead by Funding		\$1,309		(\$649)	\$4,606	(\$552)	\$6,670	\$4,822	
Participant Costs/Contracts									
Skills Training	5800 9021								
OJT	5800 9022		\$80						
Participant Supplies	4300 9052								
DEI flex	5800 9051				\$66,772				
Youth Contracts	5800 5800								
WorkKeys	5800 0								
		\$0	\$80	\$0	\$66,772	\$0	\$0	\$0	
Total Participant Allocated Funding		\$80		\$0	\$66,772	\$0	\$0	\$0	
		NEG OJT		Assessment	DEI Flex	Partner Charge	CVOC - Facility	DOR - Facility	
Total Payroll by Funding Source		\$706	\$5,279	\$566	\$0	\$0	\$12,007	\$3,058	
Total Overhead by Funding		\$117	\$1,192	(\$649)	\$4,606	(\$552)	\$6,670	\$4,822	
Total Participant Allocated Funding		\$0	\$80	\$0	\$66,772	\$0	\$0	\$0	
Subtotal		\$823	\$6,551	(\$83)	\$71,378	(\$552)	\$18,677	\$7,881	
Note: amounts in black are an increase to the budget, amounts in red are a decrease to budget		NEG OJT		Assessment	DEI Flex	Partner Charge	CVOC - Facility	DOR - Facility	
Total Estimated Expense (payroll,overhead,client)		(\$7,374)		\$83	(\$71,378)	\$552	(\$18,677)	(\$7,881)	
12-13 Formula/Grants/Contracts		\$315,000		\$5,000	\$80,000		\$47,113		
Reserve for 13-14 if allowable		(\$305,510)		\$0	\$0		\$0		
11-12 Reserve carried-into 12-13		\$0		\$15,858	\$0		\$17,699		
Obligations (open PO's carried in from MCOE)		\$0		\$0	\$0		\$0		
Less MCOE FY 2013 Expenditures already expensed to Grants/Contracts		(\$2,116)		(\$4,617)	(\$8,622)		(\$16,016)		
Adjustments (usually due to mid year grant end dates)		\$0		\$0	\$0		\$0		
WIA Transfer of Grant Funds (50% allowability)									
Budget Available		\$0		\$16,323	\$0		\$18,250		

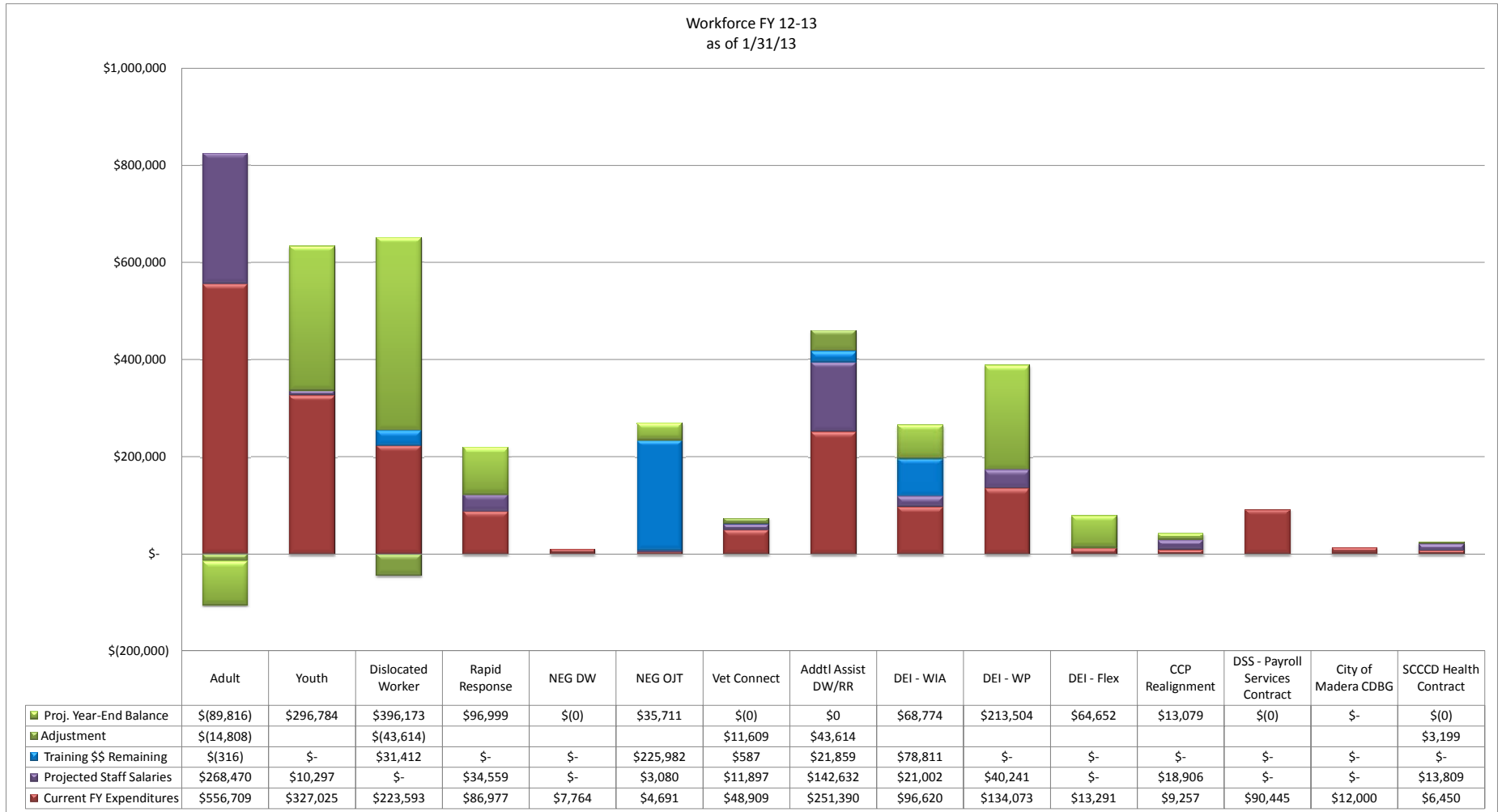
MCWIC Budget January 2013 - June 2013

CONSOLIDATED INFORMATION:

Total Payroll Admin & Program			KV - Facility 0.34%	FRC (IT Services) 1.10%	Van Account 0.00%	Total
Salaries	\$ 675,987.92		\$2,281	\$7,464	\$0	\$675,988
Benefits/Taxes	\$ 230,195.05		\$777	\$2,542	\$0	\$230,195
TOTAL Salaries/Benefits	\$ 906,182.97		\$3,058	\$10,006	\$0	\$906,183
Total Payroll by Funding Source			\$3,058	\$10,006	\$0	\$906,183
Overhead/Operating Description	GL	Costs				
Materials & Supplies	5200 \$	3,008	\$10	\$33	\$0	\$3,008
Rent (Madera, Oakhurst)*	5300 \$	49,168	\$166	\$543	\$0	\$49,168
Telephone*	5320 \$	7,642	\$26	\$84	\$0	\$7,642
Utilities*	5330 \$	12,797	\$43	\$141	\$0	\$12,797
Insurance	5340 \$	2,985	\$10	\$33	\$0	\$2,985
Postage	5400 \$	1,055	\$4	\$12	\$0	\$1,055
Printing	5410 \$	350	\$1	\$4	\$0	\$350
Advertising	5420 \$	500	\$2	\$6	\$0	\$466
Bank Charges (EFT charges, etc.)	5430 \$	45	\$0	\$0	\$0	\$45
Dues & Membership	5440 \$	250	\$1	\$3	\$0	\$250
Publications	5450 \$	235	\$1	\$3	\$0	\$235
Auditing	5500 \$	15,000	\$51	\$166	\$0	\$15,000
Legal Fees	5510 \$	6,394	\$22	\$71	\$0	\$6,394
Consulting Fees	5520 \$	500	\$2	\$6	\$0	\$500
Office Equipment	5600 \$	5,000	\$17	\$55	\$0	\$5,000
Equipment Maintenance	5610 \$	500	\$2	\$6	\$0	\$500
Equipment Rental	5620 \$	1,681	\$6	\$19	\$0	\$1,681
Software	5630 \$	4,082	\$14	\$45	\$0	\$4,082
Internet*	5640 \$	1,832	\$6	\$20	\$0	\$1,832
Travel	5700 \$	10,636	\$36	\$117	\$0	\$10,636
Employee Training (IT, SAGE, misc. staff)	5710 \$	6,003	\$20	\$66	\$0	\$6,003
Meeting Costs	5730 \$	150	\$1	\$2	\$0	\$150
Professional Services & Operat. Exp.	5800 \$	5,350	\$18	\$59	\$0	\$5,350
Geographic Solutions	5800 \$	16,550	\$56	\$183	\$0	\$16,550
EMSI	5800 \$	6,000	\$20	\$66	\$0	\$6,000
Other Grant Specific Expenses:						\$0
Job Fair Advertisement/supplies						
MCOE Due To Expenditures (Liabilities - not finalized)	\$ 75,987					\$75,987
DEI Flex Printing/Newspaper adv	\$ 450					\$450
Van Repair	\$ 2,435				\$2,435	\$2,435
DEI Flex Quarterly Meetings (airfare, travel, lodging, etc.)	\$ 4,500					\$4,500
FRC Employee Training portion	\$ 1,637			\$1,741		\$1,741
Partner paid overhead costs based on Sq Ftg. r	(7,262)		\$950	(\$1,741)		(\$0)
*approx 8-6 months due to late invoices coming in	Control	\$ 242,722	\$1,482	\$1,741	\$2,435	\$242,792
Total Overhead by Funding			\$1,482	\$1,741	\$2,435	\$244,092
Participant Costs/Contracts						
Skills Training	5800	9021				\$260,709
OJT	5800	9022				\$80
Participant Supplies	4300	9052				\$50,000
DEI flex	5800	9051				\$66,772
Youth Contracts	5800	5800				\$142,054
WorkKeys	5800	0				\$9,000
			\$0	\$0	\$0	\$528,615
Total Participant Allocated Funding			\$0	\$0	\$0	\$528,615
			KV - Facility	FRC (IT Services)	Van Account	TOTAL
Total Payroll by Funding Source			\$3,058	\$10,006	\$0	\$906,183
Total Overhead by Funding			\$1,482	\$1,741	\$2,435	\$244,092
Total Participant Allocated Funding			\$0	\$0	\$0	\$528,615
Subtotal			\$4,540	\$11,747	\$2,435	\$1,678,890
Note: amounts in black are an increase to the budget, amounts in red are a decrease to budget						
Total Estimated Expense (payroll,overhead,client)			(\$4,540)	(\$11,747)	(\$2,435)	(\$1,678,890)
12-13 Formula/Grants/Contracts				\$11,747	\$0	\$2,245,986
Reserve for 13-14 if allowable				\$0	\$0	(\$895,721)
11-12 Reserve carried-into 12-13				\$0	\$15,199	\$2,540,103
Obligations (open PO's carried in from MCOE)				\$0	\$0	(\$626,043)
Less MCOE FY 2013 Expenditures already expensed to Grants/Contracts				\$0	\$0	(\$1,525,353)
Adjustments (usually due to mid year grant end dates)				\$0	\$0	(\$0)
WIA Transfer of Grant Funds (50% allowability)						\$0
Budget Available				(\$0)	\$12,764	\$60,100

MCWIC FY 12-13 Expenditure Recap as of 1/31/13

End Date	Resource	Grants/Contracts	Grant #	Subgrant #	Total Allocation	Current Year Budget	Prior Year Expenditures	Current FY Expenditures	Obligations	Current Year Budget Balance	Projected Staff Salaries	Training Budget Remaining	Projected Year-End Balance	% Remaining
6/30/2013	59100	Adult	201/202	K282481/K386303	\$ 1,482,297	\$ 856,014	\$ 514,675	\$ 556,709	\$ 106,160	\$ 193,145	\$ 268,470	\$ (316)	\$ (75,008)	-5%
6/30/2013	59200	Youth	301	K282481/K386303	\$ 1,187,664	\$ 932,398	\$ 148,984	\$ 327,025	\$ 298,292	\$ 307,081	\$ 10,297	\$ -	\$ 296,784	25%
6/30/2013	59300	Dislocated Worker	501/502	K282481/K386303	\$ 917,074	\$ 695,992	\$ 116,533	\$ 223,593	\$ 1,200	\$ 471,199	\$ -	\$ 31,412	\$ 439,787	48%
6/30/2013	59320	Rapid Response	540/541	K386303	\$ 224,554	\$ 224,554	\$ -	\$ 86,977	\$ 6,020	\$ 131,557	\$ 34,559	\$ -	\$ 96,999	43%
9/30/2012	59650	NEG DW	Stanislaus Contract		\$ 300,071	\$ 7,764	\$ 292,307	\$ 7,764	\$ -	\$ (0)	\$ -	\$ -	\$ (0)	0%
1/1/2013	59070	NEG OJT	338	K386303	\$ 315,000	\$ 270,000	\$ 3,520	\$ 4,691	\$ 537	\$ 264,773	\$ 3,080	\$ 225,982	\$ 35,711	11%
3/30/2013	59670	Vet Connect	Stanislaus Contract		\$ 105,000	\$ 56,256	\$ 48,744	\$ 48,909	\$ 6,472	\$ 874	\$ 11,897	\$ 587	\$ (11,609)	-11%
5/31/2013	59680	Addtl Assist DW/RR	537	K178666	\$ 555,000	\$ 441,687	\$ 113,313	\$ 251,390	\$ 69,420	\$ 120,877	\$ 142,632	\$ 21,859	\$ (43,614)	-8%
9/30/2014	59690	DEI - WIA	326 - WIA	K285809	\$ 396,064	\$ 293,597	\$ 102,467	\$ 96,620	\$ 28,391	\$ 168,587	\$ 21,002	\$ 78,811	\$ 68,774	17%
9/30/2014	59700	DEI - WP	326 - WP	K178666	\$ 394,828	\$ 394,828	\$ -	\$ 134,073	\$ 7,010	\$ 253,745	\$ 40,241	\$ -	\$ 213,504	54%
9/30/2014	59710	DEI - Flex	329 - WP Flex	K178667	\$ 80,000	\$ 80,000	\$ -	\$ 13,291	\$ 2,058	\$ 64,652	\$ -	\$ -	\$ 64,652	81%
6/30/2013	59720	CCP Realignment	Madera Contract		\$ 41,242	\$ 41,242	\$ -	\$ 9,257		\$ 31,985	\$ 18,906		\$ 13,079	32%
6/30/2012	99020	DSS - Payroll Services Contract	Madera Contract		\$ 90,445	\$ 90,445	\$ -	\$ 90,445	\$ -	\$ (0)	\$ -	\$ -	\$ (0)	0%
12/30/2012	99080	City of Madera CDBG	Madera Contract		\$ 12,000	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	0%
6/30/2013	99100	SCCCD Health Contract			\$ 32,500	\$ 19,466	\$ 13,034	\$ 6,450	\$ 2,406	\$ 10,610	\$ 13,809	\$ -	\$ (3,199)	-10%
TOTALS for Grants/Contracts					\$ 6,133,738.87	\$ 4,416,243.54	\$ 1,353,576.10	\$ 1,869,193.79	\$ 527,964.76	\$ 2,019,084.99	\$ 564,893.40	\$ 358,333.15	\$ 1,095,858.44	18%



MADERA CO. OFFICE OF EDUCATION
 District 73 FUND 01
 Fiscal Year Activity
 Requested by: jroche for Workforce Investment Act financial activity
 Funding Resources 59XX and 99XX

Financial Activity Report

	Madera County Superintendent of Schools - Administrative Entity			MCWIC Administrative Entity
	Fiscal Year 2011 Actuals	Fiscal Year 2012 Actuals	Fiscal Year 2013 Actuals - preliminary closeout July 2012 - December 2012	Fiscal Year 2013 Budget January 2013- June 2013
Revenues				
Total: 8000 Revenues	\$ 3,781,133.90	\$ 3,197,131.14	\$ 1,524,870.92	\$ 1,622,012.97
Expenditures				
Total: 1000 Certificated		-	-	-
Total: 2000 Classified	1,431,792.97	1,572,892.13	768,349.28	675,987.92
Total: 3000 Benefits	419,054.49	430,743.99	226,294.07	230,195.05
Total 1000 - 3000	1,850,847.46	2,003,636.12	994,643.35	906,182.97
Total: 4000 Books & Supplies	114,626.77	40,316.33	25,900.52	11,008.00
Total: 5000 Services & Other	1,580,777.18	893,766.32	487,207.12	702,495.00
Total: 4000-5000	1,695,403.95	934,082.65	513,107.64	713,503.00
Total: 1000-5000	3,546,251.41	2,937,718.77	1,507,750.99	1,619,685.97
Total: 6000 Capital Outlay	-	-	-	-
Total: 7000 Other Outgo/Financing Uses	238,759.51	257,558.70	128,690.20	-
Total: 1000-7000	3,785,010.92	3,195,277.47	1,636,441.19	1,619,685.97
Total: Net Increase/(Decrease) in Fund Balance	(3,877.02)	1,853.67	(111,570.27)	2,327.00
Total: Beginning Balance	54,917.59	51,040.57	52,894.24	47,338.00
Total: Ending Balance (9790)	51,040.57	52,894.24	(58,676.03)	49,665.00
Components of Ending Balance				
Total: Reserves (9710-9719)	-	-	-	-
Total: Designated (9770-9780)	-	-	-	-
Total: Undesignated	\$ 51,040.57	\$ 52,894.24	\$ (58,676.03)	\$ 49,665.00
Total Due To/From Other Funds/Groups (MCWIC) - ESTIMATED			58,676.03	

Note: MCSOS is still balancing out their accounts and setting up receivables and payables. Once completed, this amount will reflect an actual figure.

Comparison Salary/Benefits Data between MCOE and MCWIC - employer costs only

	Annual Salary	OPEB 3%	Medicare	SUI	CA ETT	Wcomp	H&W		PERS 11.472%	Total	Indirect 9.97% Estimated	Total Sal/Ben Total
MCOE	\$ 1,351,975.84	\$ 40,559.28	\$ 20,183.65	\$ 45,967.18	\$ 1,351.98	\$ 11,140.28	\$ 224,319.00		\$ 155,098.67	\$ 1,850,595.87	\$ 184,504.41	\$ 2,035,100.28

	Annual Salary	OASDI	Federal MED	CA SUI	CA EDU & Training Tax	Wcomp	Anthem Blue Cross - Medical	PR #3802	MetLife - Dent/Vis/AD&D	457 Plan	Total	Outsourced Payroll	Total Sal/Ben Total
MCWIC	\$ 1,391,975.84	\$ 86,302.50	\$ 20,183.65	\$ 47,327.18	\$ 1,391.98	\$ 8,365.77	\$ 219,660.00	\$ -	\$ 740.86	\$ 81,118.55	\$ 1,857,066.33	\$ 2,664.00	\$ 1,859,730.33