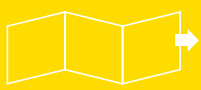


Fiscal Management

Intelligent reports that let you drive.

Open this accordion fold-out to see sample reports that support your specific and unique fiscal functions and responsibilities.



- Executive
- Program
- Fiscal



Schedule of Clients Served

Sample Workforce Development Board
Encumbrance Budget Report: Participant Budget - Amount and Units
From 1/1/2011 Through 12/31/2011

Account Code	Account Title	Current Period Budget - Original	Current Period Actual	Current Period Budget Variance - Original	Current Period Budget # - Original - Client Numbers	Current Period Actual # - Client Numbers	Customers Served	Ave Cost Per Participant
1Adul	Adult	666,741.21	37,501.38	629,239.83	1500	84	1,416.00	446.44
2Youth	Youth	856,080.63	16,796.38	839,284.25	2000	45	1,955.00	373.25
3DW	Dislocated Worker	427,316.82	8,585.49	418,731.33	1000	20	980.00	429.27
Report Difference		(1,950,138.66)	(62,883.25)	1,887,255.41	(4500)	(149)	(4,351.00)	422.04

Activity by Grant and Program

Q:

- How many clients did we budget to serve per grant?
- How many have we actually served per grant?
- What is the average cost to serve each client per grant?
- Do we know how our Revenues and Expenditures break down by Grant.

A: Workforce PS

- Unlimited, user-defined chart of accounts
- Unlimited fiscal (grant) periods
- Cross fiscal period reporting
- Automatic allocation of costs (OMB)
- Powerful, easy to use report writer

Direct Client Costs

Sample Workforce Development Board
Encumbrance Budget Report: Direct Client Cost - Budget vs. Actual Grant
From 1/1/2011 Through 12/31/2011

Account Code	Account Title	Current Period Budget - Original	Current Period Obligations	Current Period Actual	Current Period Budget Variance - Original
1Adul	Adult	666,741.21	(17,825.00)	(37,501.38)	611,414.83
4Dir	Direct Participant Costs	(666,741.21)			
60001	ITA - Tuition, Books, Supplies	350,590.55	10,000.00	15,590.55	325,000.00
61001	Transportation	159,447.91	5,825.00	14,947.91	139,175.00
62001	Participant Support Accounts	76,302.75	0.00	4,802.75	71,500.00
63001	Other Participant Expenses	80,400.00	2,000.00	2,660.17	75,739.83
2Youth	Youth	856,080.63	(13,334.00)	(16,796.38)	825,950.25
4Dir	Direct Participant Costs	(856,080.63)			
60001	ITA - Tuition, Books, Supplies	600,000.00	11,000.00	8,000.00	581,000.00
61001	Transportation	125,380.63	1,500.00	2,862.50	121,018.13
63001	Other Participant Expenses	5,700.00	0.00	460.88	5,239.12
64001	Direct Child Care	125,000.00	834.00	5,473.00	118,693.00
3DW	Dislocated Worker	427,316.82	(3,500.00)	(8,585.49)	415,231.33
4Dir	Direct Participant Costs	(427,316.82)			
60001	ITA - Tuition, Books, Supplies	250,762.55	2,000.00	4,726.24	244,036.31
61001	Transportation	25,487.57	1,500.00	1,764.35	22,223.22
64001	Direct Child Care	151,066.70	0.00	2,094.90	148,971.80
Report Total		(1,950,138.66)	(34,659.00)	(62,883.25)	1,852,596.41

Adult Programs

Youth Programs

Dislocated Worker Programs

Dislocated Worker Programs

Adult Programs

Sample Workforce Development Board
Encumbrance Budget Report: WIA Adult
From 1/1/2011 Through 12/31/2011

Account Code	Account Title	Current Period Budget	Current Period Obligations	Current Period Actual	Current Period Budget Remaining
Support		148,520.00	0.00	0.00	148,520.00
Grant Budget	Gazelle Support Accounts				
SA1269854324172	Grant Budget	148,520.00	0.00	0.00	148,520.00
SA1373797320179	Leonia Bertsch	165.00	0.00	165.00	0.00
SA1457214955192	Noelle Porter	500.00	100.00	400.00	0.00
SA1776475728198	Denise O'Malley	450.00	0.00	450.00	0.00
SA1863465591163	Eric Dec	140.00	0.00	140.00	0.00
	Luis Baez	225.00	25.00	200.00	0.00
Total Support		(150,000.00)	(125.00)	(1,355.00)	148,520.00
Training		445,041.21	0.00	0.00	445,041.21
Grant Budget	Gazelle Training Accounts				
TA1106649654195	Grant Budget	4,000.00	2,450.00	1,300.00	250.00
TA1245525320170	Mathilda Goldston	5,000.00	950.00	3,000.00	1,050.00
TA1285490368157	Leonia Bertsch	4,000.00	1,000.00	658.00	2,342.00
TA1309796968159	Luis Baez	4,000.00	400.00	1,800.00	1,800.00
TA1345282435144	Maryln Coven	5,000.00	89.00	1,600.00	3,311.00
TA1431978675177	Jerrica Congleton	4,000.00	400.00	1,200.00	2,400.00
TA1489660490180	Zetta Dannels	4,000.00	2,850.00	1,000.00	150.00
TA1527404424151	Trinidad Dillie	5,000.00	450.00	3,800.00	750.00
TA1615881785165	Michiko Broz	1,700.00	1,000.00	650.00	50.00
TA1625533445141	Denise O'Malley	4,000.00	100.00	3,000.00	900.00
TA1828133928109	Talitha Crox	5,000.00	4,250.00	0.00	750.00
TA1963732175133	Hedy Houtz	5,000.00	500.00	1,700.00	2,800.00
TA19927144652179	Isabell Addeleman	4,000.00	61.00	1,800.00	2,139.00
TA1982575567189	Eric Dec	5,000.00	1,200.00	3,200.00	600.00
TA2546585224456	Noelle Porter	12,000.00	2,000.00	11,438.38	(1,438.38)
TA18772	Tom Sells				
Total Training		(516,741.21)	(17,700.00)	(36,146.38)	462,894.83
Total 20 - WIA Adult		(666,741.21)	(17,825.00)	(37,501.38)	611,414.83
Total Training		(706,080.63)	(11,724.00)	(16,123.38)	678,233.25
Total 22 - WIA Youth		(856,080.63)	(13,334.00)	(16,796.38)	825,950.25
Total Training		(352,316.82)	(3,400.00)	(7,935.49)	340,981.33
Total 30 - WIA Dislocated Worker		(427,316.82)	(3,500.00)	(8,585.49)	415,231.33
Report Total		(1,950,138.66)	(34,659.00)	(62,883.25)	1,852,596.41



Learn more: Call 800 404 9758 or visit: www.WorkForcePS.com



Cost Allocations

Q:

- How much does it cost us to run each program that we operate?
- How much do we spend for the administration of our programs?
- Where do we stand financially relative to where we planned (budgeted) to be?

A: Workforce PS

- Compliance with OMB Cost Principles
- Multiple allocation bases
- Advanced calculation options
- Preview calculation results before posting

Pre Allocation

Sample Workforce Development Board
Pre Cost Allocation Report
From 1/1/2011 Through 12/31/2011

	Adult	Youth	Dislocated Worker	Cost Pool - To be Allocated	Total
Direct Expenses					
Occupancy Costs					
Building Rent	15,000.00	0.00	0.00	69,703.51	84,703.51
Utilities and Maintenance	1,053.93	237.02	29,144.53	15,201.90	45,637.38
Expenses	16,053.93	237.02	29,144.53	84,905.41	130,340.89
Total Occupancy Costs					
Direct Costs					
ITA - Tuition, Books, Supplies	15,590.55	8,000.00	4,726.24	0.00	28,316.79
Transportation	14,447.91	2,862.50	1,764.35	0.00	19,074.76
Participant Support Accounts	4,802.75	0.00	0.00	3,950.28	8,753.03
Other Participant Expenses	2,660.17	460.88	0.00	0.00	3,121.05
Direct Child Care	0.00	5,473.00	2,094.90	0.00	7,567.90
Total Direct Costs	37,501.38	16,796.38	8,585.49	3,950.28	66,833.53
Other Costs					
Other Employee Benefits	1.88	2.82	15.26	3.52	23.48
Contract Services	2,808.27	0.00	0.00	5,104.38	7,912.65
Consulting Expenses	212,572.76	672.50	403.50	0.00	213,648.76
Legal and Professional Fees	2,769.90	0.00	0.00	258,441.00	261,210.90
Public Relations Expense	317.36	476.04	61,341.32	595.05	62,729.77
Dues & Fees	1,304.19	144.00	5,994.18	180.00	7,622.37
Subscriptions	0.00	787.98	0.00	0.00	787.98
Pooled Expense	705.85	0.00	0.00	521.12	1,226.97
Office and Other Supplies	15,420.83	5,971.90	3,162.35	12,910.54	37,465.62
Expense	196.12	294.12	1,593.81	13,223.09	15,307.14
Allocated Overhead	511.28	872.10	1,643.91	0.00	3,027.29
Total Other Costs	236,608.44	9,221.46	74,154.33	290,978.70	610,962.93
Total Direct Expenses	290,163.75	26,254.86	111,884.35	379,834.39	808,137.35
Allocated Indirect Costs					
Allocation of Indirect Costs	0.00	0.00	0.00	0.00	0.00
Total Allocated Indirect Costs	0.00	0.00	0.00	0.00	0.00
Total Expenses	(290,163.75)	(26,254.86)	(111,884.35)	(379,834.39)	(808,137.35)

Post Allocation

Sample Workforce Development Board
Post Cost Allocation Report
From 1/1/2011 Through 12/31/2011

	Adult	Youth	Dislocated Worker	Cost Pool - To be Allocated	Total
Direct Expenses					
Occupancy Costs					
Building Rent	15,000.00	0.00	0.00	69,703.51	84,703.51
Utilities and Maintenance	1,053.93	237.02	29,144.53	15,201.90	45,637.38
Expenses	16,053.93	237.02	29,144.53	84,905.41	130,340.89
Total Occupancy Costs					
Direct Costs					
ITA - Tuition, Books, Supplies	15,590.55	8,000.00	4,726.24	0.00	28,316.79
Transportation	14,447.91	2,862.50	1,764.35	0.00	19,074.76
Participant Support Accounts	4,802.75	0.00	0.00	3,950.28	8,753.03
Other Participant Expenses	2,660.17	460.88	0.00	0.00	3,121.05
Direct Child Care	0.00	5,473.00	2,094.90	0.00	7,567.90
Total Direct Costs	37,501.38	16,796.38	8,585.49	3,950.28	66,833.53
Other Costs					
Other Employee Benefits	1.88	2.82	15.26	3.52	23.48
Contract Services	2,808.27	0.00	0.00	5,104.38	7,912.65
Consulting Expenses	212,572.76	672.50	403.50	0.00	213,648.76
Legal and Professional Fees	2,769.90	0.00	0.00	258,441.00	261,210.90
Public Relations Expense	317.36	476.04	61,341.32	595.05	62,729.77
Dues & Fees	1,304.19	144.00	5,994.18	180.00	7,622.37
Subscriptions	0.00	787.98	0.00	0.00	787.98
Pooled Expense	705.85	0.00	0.00	521.12	1,226.97
Office and Other Supplies	15,420.83	5,971.90	3,162.35	12,910.54	37,465.62
Expense	196.12	294.12	1,593.81	13,223.09	15,307.14
Allocated Overhead	511.28	872.10	1,643.91	0.00	3,027.29
Total Other Costs	236,608.44	9,221.46	74,154.33	290,978.70	610,962.93
Total Direct Expenses	290,163.75	26,254.86	111,884.35	379,834.39	808,137.35
Allocated Indirect Costs					
Allocation of Indirect Costs	21,927.86	160,492.18	197,414.35	(379,834.39)	0.00
Total Allocated Indirect Costs	21,927.86	160,492.18	197,414.35	(379,834.39)	0.00
Total Expenses	312,091.61	186,747.04	309,298.70	0.00	808,137.35

Calculation 1

Sample Workforce Development Board
Allocation Calculation
From 1/1/2011 Through 12/31/2011

Calculation ID:	WFDB - Labor	Updated:	1/23/2010 2:42:06 PM	Session Desc:	WFDB Labor Hour Distrib
Session ID:	JVA070102	Session Date:	12/31/2011	Doc Desc:	WFDB Labor Hour Distrib
First Doc Number:	001	Effective Date:	12/31/2011	Amounts To:	12/31/2011
Allocation Code:	WFDB - Labor	Amounts From:	1/1/2011	Balances To:	12/31/2011
Basis:	Actual	Balances From:	1/1/2011		
Alloc Segments:	Grant				
ICR Segment:	Grant				

Calculation Options:
Calculation Method: Labor Hours
Use indirect cost limit cap: No
Continue calculation if a selected code yields no entries: Yes
Pool Filter Applied: No
Method Filter Applied: No

Pool Information:	Amount to Allocate
Fund	
Total	379,834.39

Labor Hours Calculation:

Recipient	Hours	Percentage
Grant		
101	702.00	5.7730%
201	5,138.00	42.2532%
301	6,320.00	51.9738%
Total	12,160.00	100.0000%

Recipient Information: Codes	Document Number: 001	Grant	Percentage	Units	Dollar	% Amount	Allocated Amount
01	101	5.7730%	0.00	0.00	21,927.86		21,927.86
01	201	42.2532%	0.00	0.00	160,492.18		160,492.18
01	301	51.9738%	0.00	0.00	197,414.35		197,414.35
Total		100.0000%	0.00	0.00	379,834.39		379,834.39
Grand Total							379,834.39