

13 State Policy Letter MACC

MACC Reporting Policy and Procedures

12.1.16 – Board Approved for WIOA Language

/cc: Fiscal & Admin Mgt. Division

Purpose

MACC reporting allows financial information to be provided to the funding source which can be achieved with web-based reports developed by the funding source. Without financial data reporting the potential exists that *Region 2's* information would not be incorporated in the overall reports prepared by the funding source.

Scope

This MACC Policy applies to all Workforce Investment and Opportunity Act (WIOA) financial data web-based reports of *Region 2*. Specifically, it includes:

- WIOA Stimulus Adult, Youth and Dislocated Worker reports.
- WIOA formula Adult, Youth and Dislocated Worker reports.

Policy

1. All WIOA MACC financial reports will be prepared by an accountant or personnel with a financial background.
2. Only personnel that have previously been authorized are allowed to enter information into the funding source web-based system. Inputs will be restricted according to granted permissions, though these restrictions may be lifted on a temporary basis based on pre-defined project responsibilities. In such circumstances, additional authorization is required and must be granted before restrictions are lifted.
3. The authorized personnel will check entered information for accuracy and completeness. These checks will be performed at the point of information entry and will attempt to ensure that data entered is accurate and complete.
4. Completed MACC reports are submitted to the funding source and Executive Director of Region 2 for review and comment.

Procedure 1

Prepare journal entries for the accruals for the month:

- Where possible, the latest available payroll data should be used for preparation of the journal entries for accrued wages and benefits. If there are other accrued costs, they are added to these journal entries.
- The journal entries are posted in the accounting system prior to preparing the financial reports.

Procedure 2

Allocate the indirect costs among all the funding streams based on time spent per funding stream:

- Administrative and program costs are allocated each month and a journal entry is prepared.
- The journal entries are posted in the accounting system prior to preparing the financial reports.

Procedure 3

Configure accounting system to transmit financial statements for MACC reporting:

- After the journal entries are posted for the month, a profit and loss statement by funding stream and by program year reflecting the actual expenditures and budget amount on an accrual basis is exported to an Excel spreadsheet. Obligations are entered as budgets in the accounting software program and updated as needed.
- The Excel spreadsheet consists of the total obligated and expended, the total liquidated obligations, and unliquidated obligations for administration and program.
- The Adult and Dislocated Worker spreadsheet consists of expenditures and obligations by program year and fiscal year, whereas the Youth spreadsheet consists of expenditures and obligations by in-school, out-of-school and summer activities.
- A cash basis profit and loss statement by funding stream is exported from the accounting software program to Excel to reflect the cash received and cash disbursements for the month.
- Based on these Excel spreadsheets the information is entered by the authorized personnel into the web-based MACC program developed by the funding source for each of the funding streams.

Procedure 4

Completing MACC reports on the funding source website:

- Data should only be input by those with appropriate account permissions.
- Data should only be input according to the Excel spreadsheets prepared for each funding stream.
- Inputted data should be checked for accuracy and completeness.
- Completed reports are submitted to the funding source and the Executive Director of Region 2 for review and comment.