

Section-06 Fiscal	P-0600300	Effective Date: 06/17/2021
This is a new policy		
Delaney Rea, GCWDB Chair		

Fiscal Management

I. Executive Director Responsibilities: The Executive Director is responsible for establishing and administering procedures necessary to comply with the Fiscal Policies of the Board and the various funding sources rules and regulations. Coordination shall exist between the Executive Director and the Officers of the Board. Specific responsibilities include the maintenance of financial records, payment of bills, payrolls and all standard accounting methods and procedures. Procedures established are directed towards the accountability of all funds received and disbursed on behalf of the board and its mission.

II. Employees' Responsibilities: All employees are responsible for the timely and accurate completion of fiscal documents and forms. These should be completed in an efficient, cost effective manner ensuring that public funds are properly expended toward achievement of the mission of the agency.

III. Equal Opportunity and Nondiscrimination Statement: All recipients, and subrecipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

IV. Action: The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Workforce Development Board.

This policy will be effective immediately upon approval of the GCWDB membership.



06/17/2021

Chair, Green Country Workforce Development Board / Date

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities.