

Texas Workforce Commission

Adult Education and Literacy



Summer Business Meeting 2020

Handout

July 29, 2020

Day 1, Session 1

Cash Draw and Expenditure Reporting System: Navigation, Reporting and Fidelity Bonding Requirements for Cash Draws

Presenters: Tim Alvarez, tim.alvarez@twc.state.tx.us

Tim Urbanovsky, tim.urbanovsky@twc.state.tx.us

Susan Partida, susan.partida@twc.state.tx.us

Contents

- Logging In 3**
- Logon Page 4**
- Request Account 4**
- Training Modules 5**
- Home Page 5**
 - Navigation 6
- My Profile Page 7**
- Vendor Profile Page 8**
- Cash Draw Request Screen 9**
- Cash Draw Worksheet 9**
- Cash Draw Requests 10**
- Cash Draw Edits 10**
- Contract Detail Page 11**
- Financial reporting functionality and requirements 12**
 - Expenditure Reporting Overview 12
 - What to Report 12
- Accrued Expenditures Defined 13**
- Accrued Expenditures 13**
- Cash to Accrual Basis 13**
- Obligation Defined 14**
 - Characteristics of Obligations 14
 - What Do Obligations Tell Me? 14

Recap: Obligations.....	15
Types of Expenditure Reports	15
Monthly Expenditure Reports.....	15
Final Expenditure Reports	16
Revised Expenditure Reports.....	16
Expenditure Report Worklist.....	17
Expenditure Report Worksheet.....	18
Expenditure Report Certification.....	19
CDER System Edits.....	19
Monthly Expenditure Report	20
Late Notifications	20
Cash Draw Cutoff.....	20
What is a Fidelity Bond?	20
Bonding Requirements	21
Questions	22

Logging In

- <https://twc.texas.gov/>
- TWC Agency Information on right side of screen
- TWC Financial & Grant Information
- Systems and Related Forms on right side
- Cash Draw & Expenditure Reporting (CDER) System
- Logon with your Texas Workforce User ID OR Request an Account

Logon Page

Logon

Already a User ?

Logon with your Texas Workforce User ID:

User ID: *
 Password: *

[Forgot your password?](#)

Under [Texas state rule](#), usage may be subject to security testing and monitoring, applicable [privacy provisions](#), and criminal prosecution for misuse or unauthorized use.

* indicates required information

New User ?

If you don't have a Texas Workforce User ID, please request an account:

[Request an account](#)

PRIVACY INFORMATION: Texas Workforce Commission collects personal information entered into electronic forms on this internet site. For more information on your rights to request, review and correct information submitted on this electronic form, please see [TWC's Privacy & Security Information](#).

TECHNOLOGY REQUIREMENTS: Recommended browsers are Internet Explorer 5.0 and higher and Netscape Navigator 6.0 and higher. Click on [Internet Explorer](#) or [Netscape](#) to download a free upgrade.

[Accessibility Equal Opportunity is the Law.](#)

[Contact Information](#) | [Email Us](#)

Texas Workforce Commission

Request Account

Request Account

Provide the following information to request an account.

Personal Information

First Name: *
 Middle Initial:
 Last Name: *
 Email: *

Logon Information

The password is case sensitive. Don't tell anyone your password.
 User ID: *
 Password: *
(6-32 characters; at least 1 letter and 1 number)
 Retype Password: *

The security question and answer will help identify you if you forget your password. Pick a question and answer that others can't guess. You will be able to change a forgotten password if you answer your security question correctly.

First Security Question: * -- Choose One --
 First Security Answer: *
 First ReType Answer: *
 Second Security Question: * -- Choose One --
 Second Security Answer: *
 Second ReType Answer: *
 Third Security Question: * -- Choose One --
 Third Security Answer: *
 Third ReType Answer: *

Account Type

Account Type: * Vendor TWC Internal

Unauthorized use is prohibited and any attempt to circumvent TWC procedures or to enter unauthorized data will be considered a violation of law and abusers are subject to criminal prosecution.

[Return to Logon](#)

* indicates required information

[Contact Information](#) | [Email Us](#)

Texas Workforce Commission

Training Modules

- Module 1.** Navigation
- Module 2.** Searches
- Module 3.** Reports
- Module 4.** Preparing Cash Draws
- Module 5.** Preparing Adjustments
- Module 6.** Preparing Refunds
- Module 7.** Submitting Transactions
- Module 8.** Expenditure Reports
- Module 9.** Certifying Expenditure Reports
- Module 10.** Preparing Contract Closeouts
- Module 11.** Certifying Contract Closeouts

Home Page

The tabs at the top or links at the bottom of the page will take you to the individual components:

- System messages
- Late Reports Notification
- Vendor Action Required (transactions that need attention)
- Contract Closeout Notifications
- Pending Requests
- Voucher Payment Notifications

Cash Draw and Monthly Expenditure Reporting System Home | [Expenditure Reports](#) | [Cash Draw Reports](#) | [Admin](#) | [Help](#) | [Logoff](#)

[My Home](#) | [My Profile](#) | [Vendor Profile](#) [Page Help](#)
[System Status](#)

My Home Page

Quick Nav

- [Create Cash Draw Request](#)
- [Create Adjustment](#)
- [Create Refund](#)
- [Search for Transaction](#)
- [Search for Contract](#)
- [Search for Voucher](#)
- [Review & Submit Requests](#)
- [View Expenditure Reports](#)
- [Certify Expenditures](#)
- [Search for Expenditures](#)
- [Search for Budgets](#)
- [Search for Closeouts](#)
- [Cash Draw Training](#)

Messages
No messages.

Vendor Action Required

Trans ID	Contract No.	Type	Submitter	Entered	Amount
No requests needing Vendor action.					

Contract Closeout Notifications

Contract No.	Program Type	Status	Due Date	Action
No submitted closeout packages.				

Pending Requests

Trans ID	Contract No.	Type	Entered	Amount
No pending requests.				

Voucher Payment Notifications

Voucher ID	Submitted	USAS Paid	Status	Payment No.	Amount
No current vouchers.					

[Home](#) | [Expenditure Reports](#) | [Cash Draw](#) | [Reports](#) | [Admin](#) | [Help](#) | [Logoff](#) | [Contact Information](#) | [Email Us](#)
[My Home](#) | [My Profile](#) | [Vendor Profile](#)

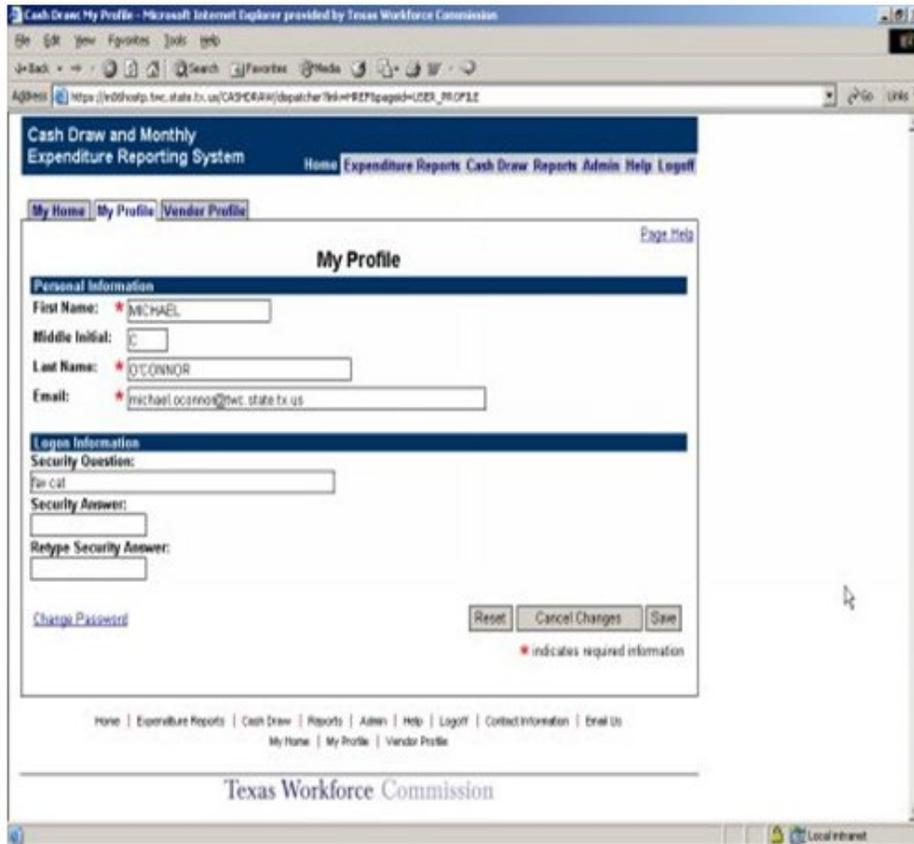
Texas Workforce Commission

Navigation

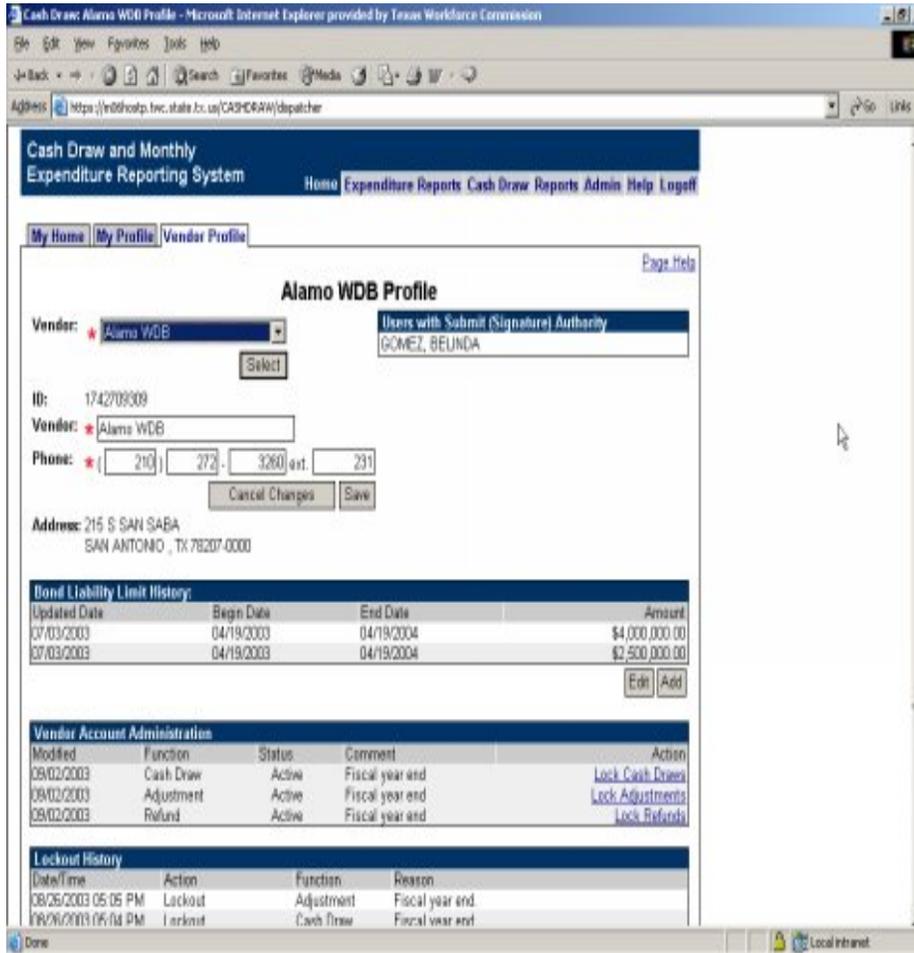
All wording in blue and underlined is a link and when clicked will take users to another page. The Quick Nav allows users to go to the most common individual pages without having to go through the tabs.

My Profile Page

Shows the information you entered when you requested an account. You can change your security question, answer and password.



Vendor Profile Page



- Vendor address info
- Who has authority to submit
- Vendor bond liability limit and history
- Lockout history
- Email notification history are displayed here.

Cash Draw Request Screen

Cash Draw: Cash Draw Request - Microsoft Internet Explorer provided by Texas Workforce Commission

Address: http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=CASHDRAW_LIST

Cash Draw and Monthly Expenditure Reporting System

Home | Expenditure Reports | **Cash Draw** | Reports | Admin | Help | Logoff

CashDraw | Transaction Search | Contract Search | Voucher Search | Review and Submit

Cash Draw Request [Page Help](#)

Vendor: State of Texas

Select	Contract No.	Program Type	Begin Date	End Date	Contract Current Budget	Cash Balance	Available Balance
<input type="radio"/>	2407ATP000	ATP	09/01/2006	08/31/2007	\$110,889.00	\$71,278.19	\$71,278.19
<input type="radio"/>	2407SDF000	SDF	11/20/2006	11/19/2007	\$1,175,285.00	\$940,228.00	\$940,228.00
<input type="radio"/>	2307WPB000	WPB	12/16/2006	12/15/2007	\$202,256.00	\$192,688.68	\$192,688.68

Service Date: * / /
 (MM) (DD) (CCYY)

The Service Date may limit which PO lines display on the Cash Draw Worksheet for the selected Contract.

* indicates required information

Home | Expenditure Reports | Cash Draw | Reports | Admin | Help | Logoff | Contact Information | Email Us
 CashDraw | Transaction Search | Contract Search | Voucher Search | Review and Submit

Texas Workforce Commission

Cash Draw Worksheet

Cash Draw: Cash Draw Worksheet - Microsoft Internet Explorer provided by Texas Workforce Commission

Address: http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher

Cash Draw and Monthly Expenditure Reporting System

Home | Expenditure Reports | **Cash Draw** | Reports | Admin | Help | Logoff

CashDraw | Transaction Search | Contract Search | Voucher Search | Review and Submit

Cash Draw Worksheet [Page Help](#)

Vendor: State of Texas

Contract No.: 2407ATP000

Contract Total: \$110,889.00

Begin Date: 09/01/2006

End Date: 08/31/2007

Contract Current Budget: \$110,889.00

Cum. Request Total: \$39,610.81

Cash Balance: \$71,278.19

Requests in Process: \$0.00

Available Balance: \$71,278.19

Cum. Expenditures: \$0.00

Due To/From: -\$39,610.81

Transaction ID: ---

Type: Cash Draw

Entered: 05/11/2007

Modified: ---

Modifier: ---

Status: ---

Voucher ID: ---

Amount: \$0.00

PO Line Detail (Service Date Eligible only) **Service Date: 05/11/2007**

PO Line Desc.	PO Line No.	BY	GY	Current Budget	Cash Balance	Available Balance	Vendor Ref.	Amount *
FY07 Apprenticeship-Adm	0000022161-1	07	07	\$13,162.00	\$7,469.51	\$7,469.51	<input type="text"/>	\$ <input type="text"/>
FY07 Apprenticeship-Pgm	0000022161-2	07	07	\$74,518.00	\$42,258.64	\$42,258.64	<input type="text"/>	\$ <input type="text"/>
FY07 FSE&T-Adm	0000022161-5	07	07	\$3,484.00	\$3,151.80	\$3,151.80	<input type="text"/>	\$ <input type="text"/>
FY07 FSE&T-Pgm	0000022161-6	07	07	\$19,725.00	\$18,398.24	\$18,398.24	<input type="text"/>	\$ <input type="text"/>
Total:								\$0.00

Comment:

Cash Draw Requests

- Only contracts with an Available Balance, prior to 90 days after contract end date and without a posted Final Expenditure Report will be available for Cash Draw Requests.
- Vendors will select a contract from the list and enter a service date. The service date cannot be a future date.
- The Cash Draw Worksheet will appear. Vendors will enter the appropriate amount on each contract line and save the request.
- Each cash draw request can only be for one contract at a time. However, multiple cash draw requests can be entered on any given day.
- Cash Draws are independent of expenditures reported.
- Cash Draws are assigned a transaction number when saved.

Cash Draw Edits

- The Service Date entered must be between the contract begin and end dates.
- The Service Date entered and the current date determine which contract lines are available for draw requests.
- If a contract with older funding exists or within a contract older funding exists, the system will prompt the user as to whether or not they want to use the older funding first.
- The system will not allow cash draw requests for more than the available balance.
- The system will not allow more than 20% of the total contract amount to be drawn on any given day.
- The system will not allow the total of all draws submitted for a 3 day period to exceed the Vendor's bond liability.

Contract Detail Page

Cash Draw and Monthly Expenditure Reporting System [Home](#) [Expenditure Reports](#) [Cash Draw](#) [Reports](#) [Admin](#) [Help](#) [Logoff](#)

[CashDraw](#) [Adjustment](#) [Refund](#) [Transaction Search](#) [Contract Search](#) [Voucher Search](#) [Page Help](#)

Contract Detail

Vendor: ██████████

Contract No.: 0118ALAB00

Contract Total: \$1,237,338.00

Status: ACTIVE

Begin Date: 07/01/2018

End Date: 06/30/2021

Contract Current Budget: \$1,237,338.00

Cum. Request Total: \$811,496.59

Cash Balance: \$425,841.41

Requests in Process: \$0.00

Available Balance: \$425,841.41

Cum. Expenditures: \$811,496.59

Due To/From: \$0.00

[Show Distribution Lines](#)

PO Line No.	Desc. / PO	BY	GY	Grant Begin / Grant End	Current Budget	Cum. Request Total	Requests in Process	Cash Balance	Available Balance
AEL - Combined	0000035248-1	20	20	09/01/2019 08/31/2021	\$211,924.00	\$103,462.91	\$0.00	\$108,461.09	\$108,461.09
AEL Combined	0000034970-1	19	19	09/01/2018 08/31/2021	\$839,289.00	\$541,850.31	\$0.00	\$297,438.69	\$297,438.69
AEL Performance Based Funding	0000034970-4	19	19	07/01/2019 09/30/2021	\$8,351.00	\$8,351.00	\$0.00	\$0.00	\$0.00
AEL Performance Based Funding	0000034971-1	19	19	07/01/2019 09/30/2021	\$16,956.00	\$16,956.00	\$0.00	\$0.00	\$0.00
AEL Professional Development	0000034970-3	19	19	09/01/2018 08/31/2021	\$21,970.00	\$8,808.83	\$0.00	\$13,161.17	\$13,161.17
EL Civics	0000034970-2	19	19	07/01/2019 09/30/2021	\$138,848.00	\$132,067.54	\$0.00	\$6,780.46	\$6,780.46

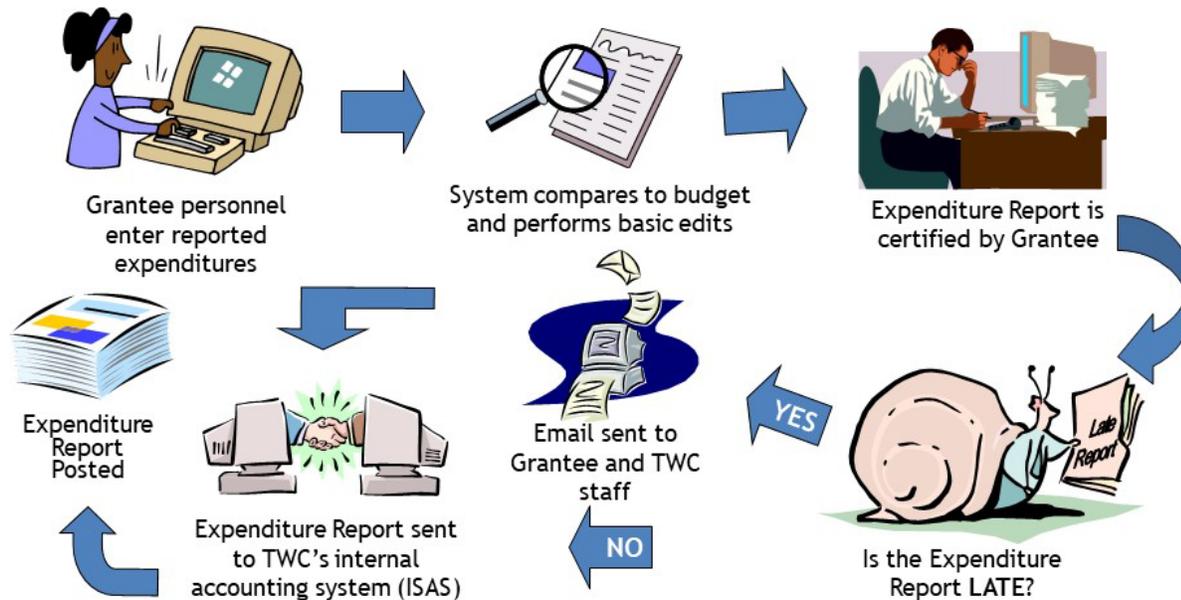
Cash Draw Transaction History

Transaction ID	PO Line Desc.	PO Line No.	Type	Status	Submitted	BY	GY	Amount
281257	AEL Combined	0000034970-1	Cash Draw	Processing	07/22/2020	19	19	\$91,876.30
280250	AEL Performance Based Funding	0000034970-4	Cash Draw	Complete	06/30/2020	19	19	\$8,351.00
280250	AEL Performance Based Funding	0000034971-1	Cash Draw	Complete	06/30/2020	19	19	\$16,956.00
280250	AEL - Combined	0000035248-1	Cash Draw	Complete	06/30/2020	20	20	\$78,856.32
278380	AEL Combined	0000034970-1	Cash Draw	Complete	05/26/2020	19	19	\$121,986.21
278380	EL Civics	0000034970-2	Cash Draw	Complete	05/26/2020	19	19	\$67.85

The Contract Detail page gives detailed contract information displays PO line detail information and displays Cash Draw transactions that have been created against the contract.

Financial reporting functionality and requirements

Expenditure Reporting Overview



- 1) Grantee personnel enter reported expenditures
- 2) System compares to budget and performs basic edits
- 3) Expenditure Report is certified by Grantee
- 4) Is the Expenditure Report LATE?
 - a) If yes, email sent to Grantee and TWC staff – then proceed to 4.b
 - b) If no, Expenditure Report sent to TWC's internal accounting system (ISAS)
 - c) Expenditure Report Posted

What to Report

- Accrued Expenditures
- Obligations
- Program Income

- Supplemental Categories

The monthly reporting is mandatory.

Accrued Expenditures Defined

TWC Rule §800.52 – Charges incurred during a given period for goods and tangible property received and services performed that cause decreases in net financial resources.

In other words, the value of goods and services received during the grant contract period that will be paid for during a future reporting period of the same grant contract.

Accrued Expenditures

Documentation:

- Time records
- Invoices for goods and services received
- Purchase requisitions and receiving reports
- Approved indirect cost rate, if applicable
- Contracts
- Travel expense reports
- Tuition cost

Cash to Accrual Basis

Must report **accrued** expenditures. If you normally operate on a cash basis, you do not have to convert your system, but you must have a process to capture and report accruals.

Obligation Defined

TWC Rule §800.52 – Definitions:

- Debt established by a legally binding contract, letter of agreement, sub-grant award, or purchase order
- Executed prior to the end of a contract period
- Goods or services provided by end of contract period
- Liquidated 60 calendar days after end of contract period

Characteristics of Obligations

- Bona fide need
- Written
- Definite and certain legal commitment
 - Specific goods or services
 - Definite vs. indefinite quantity
 - Legally binding
- Availability of funds
 - Delivery date
 - Multi-year contracts and option years
- Can occur prior to or at same time as expenditure
- Budgets and plans do not create obligations

What Do Obligations Tell Me?

- Portion of each budget line item that has been legally committed for a specific purpose.
- Amounts available for other purposes.

- Tracking of obligations can help avoid committing more funds than are contracted under the grant contract.
- Overages generally cannot be charged to other federal/state contracts unless costs are allowable under both and fall within the period of availability of funds for both grant contracts.

Recap: Obligations

- Tracking supports good grant management.
- Reflects a legally binding debt.
- Supported by documentation.
- Allowable under grant
- Occurs during the period of availability of funds
- Plans and budgets are not obligations.

Types of Expenditure Reports

- Monthly Reports
- Final Reports
- Revised Final Reports

Monthly Expenditure Reports

- On the 1st of every month, new Expenditure Reports are created for the previous month.
- The previous month's Expenditure Reports are due on the 20th of every month.
- Creation and due dates are irrespective of weekends and holidays

- Fiscal Agents for AEL Consortiums should have reporting deadlines for data gathered from consortium members (5-15th of the month), to allow for data compilation and timely monthly report submission.
- If a report has not been submitted by the 20th, TWC can initiate a 'zero report' for the month.
- Grantees use an Expenditure Report Worklist that lets them know what reports are due and which kind they are: Monthly, Final, and Revised Final.
- Grantees can continue to modify reports until the report is posted.
- A sample Expenditure Report Worklist, Worksheet, and Certification are provided in later slides.

Final Expenditure Reports

- Final Expenditure Reports are due 60 days after the contract end date.
- Grantees may create a Final Expenditure Report from a Monthly Expenditure Report for a contract that has not expired.
- They are uploaded nightly into WRAPS after certification.
- Must have a zero (\$0) Due to/Due from.

Revised Expenditure Reports

- Only TWC personnel can create Revised Final Expenditure reports.
- These reports can have a Due to/Due from amount, if authorized by TWC.
- The due dates for these reports are determined by TWC staff.
- They are uploaded nightly into WRAPS.

Expenditure Report Worklist

Expenditure Reporting System Home Expenditure Reports Cash Draw Reports Admin Help Logoff

Expenditures and Budget Expenditure Search Budget Search Certify Closeout Search Page Help

Expenditure Report Worklist

Reporting Month: April 2007
 Vendor: State of Texas
 Program Group: All
 Program Type: All
 Report Status: All

Search

Contracts With Revised Final Expenditure Reports Due
 Report ID Contract Program Contract No. Due Date Current Budget Cum. Expenditures Budget Balance Report Status
 No revised final expenditure reports are due this month for the selected criteria.

Contracts With Final Expenditure Reports Due
 Report ID Contract Program Contract No. Due Date Current Budget Cum. Expenditures Budget Balance Report Status
 No final expenditure reports are due this month for the selected criteria.

Contracts With Monthly Expenditure Reports Due 05/20/2007

Report ID	Contract Program	Contract No.	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	Report Status
24043	Wagner Peyser 7b 2007	2307WPB000	12/16/2006	12/15/2007	\$202,256.00	\$0.00	\$202,256.00	No Report
24044	Apprenticeship Contracts 2007	2407ATP000	09/01/2006	08/31/2007	\$0.00	\$0.00	\$0.00	No Report
24045	Skills Development Funds 2007	2407SDF000	11/20/2006	11/19/2007	\$1,175,285.00	\$0.00	\$1,175,285.00	No Report

New contracts with reports not currently due
 Contract Program Contract No. Begin Date End Date Current Budget
 There are no upcoming contracts currently in the system for the selected criteria.

The worklist lists all contracts with a monthly, final, or revised final expenditure report due for the reporting month. The reports on the list can be searched by program group, program type, and report status.

Expenditure Report Worksheet

Cash Draw and Monthly Expenditure Reporting System

Home Expenditure Reports Cash Draw Reports Admin Help Logoff

Expenditure Search Budget Search Export Parent Program Closeout Search

Page Help

Expenditure Report Summary

Reporting Month: May 2020	Report Type: Monthly
Vendor: [REDACTED]	Report Status: Posted
Report ID: 188097	PY: 2018
Creation Date: 08/01/2020	BY: 2019
Due Date: 06/20/2020	Contract Current Budget: \$1,237,338.00
Contract Program: AEL - PY19 Adult Education & Literacy	Contract Program Budget: \$1,237,338.00
Program Group: AEL	Cum. Request Total: \$811,496.59
Program Type: ALA	Due To/From: \$0.00
Contract No.: 0118ALAB00	Prepared by: [REDACTED]
Begin Date: 07/01/2018	Certified by: [REDACTED]
End Date: 06/30/2021	

Expenditures

Current Cost Category Line Amounts			
Description	Cost Category	Expenditures	Obligations
AEL Combined - Administration	XXXX-100	\$3,493.42	\$0.00
AEL Combined - Corrections Institutions	XXXX-894	\$0.00	\$0.00
AEL Combined - Infrastructure Costs	XXXX-710	\$0.00	\$0.00
AEL Combined - Professional Development	3940-895	\$0.00	\$0.00
AEL Combined - Program Costs	XXXX-899	\$96,583.67	\$0.00
AEL Combined - Training Costs	XXXX-899	\$4,086.23	\$0.00
SubTotal:		\$104,163.32	\$0.00
IET ELC - Administration	3921-100	\$0.00	\$0.00
IET ELC - Program Costs	3921-899	\$0.00	\$0.00
IET ELC - Training Costs	3921-899	\$0.00	\$0.00
SubTotal:		\$0.00	\$0.00
PBF Combined - Administration	3931-100	\$0.00	\$0.00
PBF Combined - Program Costs	3931-899	\$0.00	\$0.00
SubTotal:		\$0.00	\$0.00
Total:		\$104,163.32	\$0.00

Draft Cumulative Amounts Through 06/30/2020 as Reported 07/23/2020							
Description	Cost Category	Line Budget Amt.	Cum. Expenditures	Expended	Budget Balance	Reported Obligations	Committed
AEL Combined - Administration	XXXX-100	\$77,291.19	\$38,207.52	49.43%	\$39,083.67	\$0.00	49.43%
AEL Combined - Corrections Institutions	XXXX-894	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
AEL Combined - Infrastructure Costs	XXXX-710	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
AEL Combined - Professional Development	3940-895	\$21,970.00	\$8,808.83	40.09%	\$13,161.17	\$0.00	40.09%
AEL Combined - Program Costs	XXXX-899	\$849,228.81	\$511,870.83	60.27%	\$337,357.98	\$47,199.82	65.83%
AEL Combined - Training Costs	XXXX-899	\$150,000.00	\$28,665.57	19.11%	\$121,334.43	\$0.00	19.11%
SubTotal:		\$1,098,490.00	\$587,552.75	53.49%	\$510,937.25	\$47,199.82	57.78%
IET ELC - Administration	3921-100	\$6,942.00	\$5,225.93	75.28%	\$1,716.07	\$0.00	75.28%
IET ELC - Program Costs	3921-899	\$116,906.00	\$116,906.00	100.00%	\$0.00	\$0.00	100.00%
IET ELC - Training Costs	3921-899	\$15,000.00	\$9,935.61	66.24%	\$5,064.39	\$0.00	66.24%
SubTotal:		\$138,848.00	\$132,067.54	95.12%	\$6,780.46	\$0.00	95.12%
PBF Combined - Administration	3931-100	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
PBF Combined - Program Costs	3931-899	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
SubTotal:		\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
Total:		\$1,237,338.00	\$719,620.29	58.16%	\$517,717.71	\$47,199.82	61.97%

Program Income or Stand-In Costs

Current Cost Category Line Amounts				
Description	Cost Category	Pgm. Income Earned	Pgm. Income Expended	Stand-In Costs
No Program Income or Stand-In costs are reported.				

Draft Cumulative Amounts Through 06/30/2020 as Reported 07/23/2020				
Description	Cost Category	Cum. Pgm. Income Earned	Cum. Pgm. Income Expended	Cum. Stand-In Costs
No Program Income or Stand-In costs are reported.				

Expenditure Report Certification

Cash Draw: Expenditure Report Certification Summary - Microsoft Internet Explorer provided by Texas Workforce Commission

Address: http://wwwtest.twc.state.tx.us/CASHDRAW/dispatcher?link=HREF&pageid=CERTIFY

Expenditure Report Certification Summary

Reporting month: April 2007

Contracts Without a Report							
Contract No.	Contract Program	Current Expenditures	Pgm. Income Earned	Pgm. Income Expended	Cum. Expenditures	Reported Obligations	
2407ATP000	Apprenticeship Contracts 2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2407SDF000	Skills Development Funds 2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Monthly Reports								Due Date:05/20/2007
Select	Contract No.	Contract Program	Current Expenditures	Pgm. Income Earned	Pgm. Income Expended	Cum. Expenditures	Reported Obligations	Report Status
<input type="checkbox"/>	2307WPB000	Wagner Peyser 7b 2007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Ready for Review
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Final Reports							
Select	Contract No.	Contract Program	Due Date	Cum. Expenditures	Budget Balance	Due To/From	Report Status
No results.							

Revised Final Reports							
Select	Contract No.	Contract Program	Due Date	Cum. Expenditures	Budget Balance	Due To/From	Report Status
No results.							

By selecting the Certify button, I certify that the financial information transmitted herein is true and correct to the best of my knowledge. I further certify that all disbursements and obligations are for the purposes outlined in the contract agreement and that all costs reported herein have been assigned to the appropriate cost category. *

Certify

This page lists all completed and saved, uncertified Expenditure Reports. The Grantee can certify any one report, or all reports at once, by clicking the radio button next to the selected contracts and clicking "Certify" at the bottom of the page.

CDER System Edits

- Requires explanation if expenditures for any given month are less than 5% of the grant contract.
- Expenditures + Obligations <= Budget
- Administrative Expenditures <= Administrative Cost Cap

Monthly Expenditure Report

- Report obligations and expenditures.
 - Also include any adjustments for prior periods' errors or omissions.
- Enter \$0.00 if no activity during month.
- Due on 20th calendar day by 11:59 p.m.

Late Notifications

- Issued by e-mail to personnel designated by the reporting entity.
 - TWC Finance staff receive a copy of notice.
- Email does not specify late report(s).
 - Use "Expenditure Report Worklist" in CDER system to identify late reports.

Cash Draw Cutoff

- Cash draw access turned off at 12 a.m. on the 5th calendar day that a report is past due.
 - Affects all active grant award contracts (not just the one with the late report).
- No notice when cash access is restored.
 - Can e-mail CashDraw.TA@twc.state.tx.us to verify cash draw access.

What is a Fidelity Bond?

A fidelity bond is a form of business insurance that offers an employer protection against losses that are caused by its employees' fraudulent or dishonest actions. This form of insurance can protect against monetary or physical losses.

Business services bonds protect against the loss of a customer's money, equipment, supplies and personal belongings caused by dishonest acts of your employees while on the customer's premises.

Beyond protection, this type of fidelity bond is great for differentiating your business from competitors who aren't bonded for fidelity.

Bonding Requirements

All Grantees, except educational institutions, must obtain a Fidelity bond that indemnifies TWC against loss arising from a fraudulent or dishonest act of the Grantees officers and employees holding positions of fiduciary trust; i.e., individuals responsible for receiving or depositing Agency funds, or issuing financial documents, checks or other instruments of payment.

The Grantee must be the insured entity and TWC must be the assigned certificate holder.

Texas Workforce Commission

Payables/Payroll- Contracts Payables Room 470

101 East 15th Street Austin, Texas 78778 - 0001

The Grantee shall obtain a bond sufficient to cover the largest cumulative amount of all cash requests submitted by a grantee on any given day or the cumulative amount of funds on hand at any given point. Such amount will be determined based on cumulative amounts drawn during any consecutive three-day period for single or multiple funding sources.

The bond shall be executed by a corporate surety or sureties holding Certificates of authority, authorized to do business in the State of Texas, and acceptable to TWC.

For educational institutions, Contracts Payable staff will calculate 20% of all active contracts to use as the bond limit in CDER.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY)
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED		INSURERS AFFORDING COVERAGE			NAIC #	
		INSURER A:				
		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
RISK TRANSFER	INSURANCE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ACCIDENT <input type="checkbox"/> LOC.				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> W/C STATUS <input type="checkbox"/> TORT LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER Fidelity Bond		M/DD/YYYY	M/DD/YYYY	\$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS						
CERTIFICATE HOLDER				CANCELLATION		
Texas Workforce Commission Financial Operations-Contracts Payable 101 East 15th Street Room 470 Austin, TX 78778-0001				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		

Figure 1: Certificate of Liability Insurance

Questions

If you have questions about this session, please e-mail cager@twc.texas.gov.