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DWD Issuance 22-2010

Issued: June 22, 2011

Effective: July 1, 2011

Subject: Financial Reporting and Cash Draw Request Deadlines Policy

1. Purpose: This Issuance is to provide an updated policy regarding the financial reporting and cash draw request deadlines.
2. Background: The current Division Workforce Development (DWD) Issuance 06-2008.
3. Substance: Contract Progress Reports are due **by the close of business on the 10th of the month** for non-end of quarter months and **by the close of business on the 15th of the month** for end of quarter months.

Excess Cash Reports are due **by the close of business on the 15th of the month.**

Quarterly Obligation and Quarterly Stand-In/Program Income Reports are due **by the close of business on the 15th of the month** after quarter end.

American Recovery and Reinvestment Act of 2009 (ARRA) Quarterly Reports are due **by the close of business on the 5th of the month** after quarter end.

Cash Draw Requests can now be requested **twice a week**. Below is the requesting schedule with the anticipated date of receipt:

- Request **by the close of business on Monday** and receive cash by Friday of the same week.
- Request **by close of business on Wednesday** and receive cash by Tuesday of the following week.

4. Action: This Issuance is effective July 1, 2011. Each Region must revise their local policies and procedures for compliance with this Issuance.
5. Contact: If you have any questions, contact Financial Management at (573) 522-3014.

6. Reference: DWD Issuance 21-2010 regarding Allowable Limits for Excess Cash.
7. Rescissions: This Issuance supersedes and replaces DWD Issuance 06-2008 issued and effective December 10, 2008.
8. Attachments: None



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Director