



Executive Committee Agenda
January 12, 2021 from 8:30am-9:30am
Virtual Meeting Via Zoom or Phone

Topic	Lead	Time	Description
Consent Agenda	Gary	8:30am	<ul style="list-style-type: none"> Ex Com minutes from January- <i>vote required</i> Welcome Stephanie T
			Motions:
Draft June 30, 2020 Audited Financial Statement	Sarah Hummel, Jones & Roth	8:40am	<ul style="list-style-type: none"> Review and approve Draft Audited Financials- <i>vote required</i>
			Motion:
Quarterly Financial Statements	Jamie	9:00am	<ul style="list-style-type: none"> Review and approve Quarterly Unaudited Financials through December 31, 2020- <i>vote required</i>
Updated Fiscal Policies	Jamie	9:10am	<ul style="list-style-type: none"> Review and approve revised Check Signing Authority and Electronic Disbursement Authority policies- <i>vote required</i>
			Action:
Board Membership & Elections	Heather	9:15am	<ul style="list-style-type: none"> Expiring members and positions opening
			Action:
Round Robin Discussion	All	9:25am	<ul style="list-style-type: none"> General Updates from Group
			Actions:
Attachments: <ul style="list-style-type: none"> January Executive Committee Meeting Minutes June 30, 2020 Draft Financial Statements December 31, 2020 Quarterly Financial Statements Check Signing Authority and Electronic Disbursement Policies 			



DRAFT: Executive Committee Minutes

January 12, 2021 from 8:30am-9:30am

Zoom or Call in ONLY- 1-408-638-0968

Meeting URL: <https://us02web.zoom.us/j/89773299793?pwd=cjdhVVhtSjJLTndkMlEveXpZalg1dz09>
 Meeting ID: 897 7329 9793
 Passcode: 682196

Attendees: Gary North (chair), Heather tramp, Jenni Newby, Marta Cronin, Julie Matthews, , Commission Steve Kramer, Commissioner Tony DeBone; staff: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Stefanie Siebold, Melissa Barrett, Brenda Stewart

Meeting called to order at 8:31am by Gary North.

Topic	Lead	Time	Description
Consent Agenda	Gary	8:30am	<ul style="list-style-type: none"> Ex Com minutes from December 12, 2020- <i>vote required</i> Welcome Brenda
			<p>Motion: Marta moves to approve the minutes as presented, Jenni seconds, unanimously approved.</p> <p>Special vote: Julie makes a motion to remove Jessica Fitzpatrick as a check signer and to add Jamie Kendellen as a check signer. Gary seconds, unanimously approved.</p> <p>Brenda Stewart joined EC Works in December as the Regional Business Services Program Manager. She is a Colorado native, but did her undergrad at Oregon State and is excited to be back in Oregon and as part of the team. Heather provided further clarity to the structure on the team. Stefanie now oversees all the program team. Jessica now imbedded with Jamie in fiscal to further integrate fiscal, compliance and operations.</p>
Board Meeting Agenda January 27, 2021	Heather	8:40am	<ul style="list-style-type: none"> Review discussion topics: <ul style="list-style-type: none"> Local Plan Legislative Bill Industry Updates
			<p>Discussion: Local Plan will be the bulk of the agenda and discussion. We will be providing a summary document regarding the high-level changes to the document.</p>

			<p>We will receive an update on the legislative concept which you will hear more about shortly.</p> <p>Action: Request to obtain all board member logos in support of legislative concept.</p>
Local Plan Requirements	Jessica	8:50am	<ul style="list-style-type: none"> • Review required attachments and ask for help in acquiring signatures from board members. <ul style="list-style-type: none"> ○ Board Membership Roster, along with process for nomination and appointment ○ Recertification of the Board ○ Statement of Concurrence ○ Partner Statement Agreement
			<p>Action: Jessica will begin reaching out to the various board members and Local Elected Officials for signatures on the above.</p> <p>Heather has asked that members continue to send additional recommendations for private sector members to her to ensure we can have a fully seated board prior to plan submittal.</p>
Legislative Concept	Heather & Doug Riggs (Equity Action Partners)	9:00am	<ul style="list-style-type: none"> • Overview of upcoming legislative session/advocacy
			<p>Doug provided a summary: Focuses on how we can achieve economic development and workforce needs more urgently and then later focus on more long-term needs. This bill also outlines a recommendation for deploying a process for soliciting recommendations from each of the boards for local implementation.</p> <p>It also outlines the process for utilizing standards for requesting information on state and federal investments in the public workforce system to ensure this body has quality actionable information to make good strategic investments and decisions. This would happen partly through an annual evaluation that local boards would be resourced to conduct to identify resources and gaps through existing investments in public workforce system.</p>



			<p>Commission Kramer: Request for clarity on which committees to target when doing advocacy work. Heather will email the group.</p> <p>Action: Collectively, we need your logo. Separately, we would like you all to call your representatives and ask that they sponsor the bill.</p>
Round Robin Discussion	All	9:25am	<ul style="list-style-type: none"> • General Updates from Group • Office Space Update (Jamie) • Executive Assistant Recruitment Update (Heather) <p>Jenni: provided an update on the contract with the Department of Corrections, which is still under negotiations. Deer Ridge is still in Tier 4 for COVID and is doing packet work.</p> <p>Heather: OED has gotten their budget approval to have a full-time staff added to Warner Creek and one to Deer Ridge, but in the Gov’s budget, Warner Creek is slated to close in 2022.</p> <p>Commissioner DeBone: Phil Chang was elected to County Commission and is getting up to speed. COVID is currently the focus everywhere. How do we advocate for what is next? School discussions, reopening of restaurants and gyms are also taking some of the spotlight.</p> <p>Jamie: will be vacating the COIC space as soon as Compass Commercial is able to lease out our current space.</p> <p>Heather: we are actively conducting EC Works’ Executive Assistant recruitment and should be making an offer next week.</p>
Attachments:			<ul style="list-style-type: none"> • December 12, 2020 Executive Committee Meeting Minutes

Meeting adjourned at 9:28am

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**EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS**

**FINANCIAL STATEMENTS AND
SINGLE AUDIT INFORMATION**

For the Year Ended June 30, 2020



EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
FINANCIAL STATEMENTS AND SINGLE AUDIT INFORMATION
For the Year Ended June 30, 2020

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EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS

DRAFT

June 30, 2020

EXECUTIVE DIRECTOR

Heather Ficht

BOARD OF DIRECTORS

Lisa Dobey	Chair
Gary North	Vice Chair
Heather Tramp	Treasurer/Secretary
Lisa Farquharson	Board Member
Sam Meier	Board Member
Michelle Alvarado	Board Member
Nicole Hough	Board Member
Teri Hockett	Board Member
Mike Graham	Board Member
Trevor Janeck	Board Member
Amy Gibbs	Board Member
Dr. Marta Yera Cronin	Board Member
Jennifer Newby	Board Member
David Burger	Board Member
Robbie Smith	Board Member
Julie Matthews	Board Member
Martin Campos-Davis	Board Member
Jon Irvine	Board Member
Derrick DeGroot	Chief Local Elected Official - Chair
Steve Kramer	Local Elected Official - Co-Vice Chair
Tony DeBone	Local Elected Official - Co-Vice Chair

REGISTERED ADDRESS

404 SW Columbia St., Suite 200
Bend, OR 97702

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
East Cascades Workforce Investment Board
dba East Cascades Works
Bend, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of East Cascades Workforce Investment Board dba East Cascades Works (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of East Cascades Workforce Investment Board dba East Cascades Works as of June 30, 2020, and the changes in its net assets and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated [DATE], on our consideration of East Cascades Workforce Investment Board dba East Cascades Works' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of East Cascades Workforce Investment Board dba East Cascades Works' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering East Cascades Workforce Investment Board dba East Cascades Works' internal control over financial reporting and compliance.

Jones & Roth, P.C.
Eugene, Oregon
[DATE]

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FINANCIAL STATEMENTS

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
STATEMENT OF FINANCIAL POSITION
June 30, 2020

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Assets

Current assets

Cash	\$ 397,464
Cash - restricted	160,165
Grants receivable	311,008
Prepaid expenses	<u>10,519</u>
Total current assets	<u>879,156</u>

Long-term assets

Cash - restricted	20,776
Operating lease right-of-use assets	56,670
Deposits	<u>3,200</u>
Total long-term assets	<u>80,646</u>

Total assets	\$ <u>959,802</u>
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Liabilities and Net Assets

Current liabilities

Accounts payable	\$ 457,833
Accrued payroll and related benefits	23,452
Contracts payable	14,200
Unearned revenue	205,367
Operating lease liabilities	<u>31,502</u>
Total current liabilities	<u>732,354</u>

Long-term liabilities

Contracts payable	28,400
Unearned revenue	20,776
Operating lease liabilities	<u>27,061</u>
Total long-term liabilities	<u>76,237</u>

Total liabilities	<u>808,591</u>
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Net assets

Net assets with donor restrictions	133,672
Net assets without donor restrictions	<u>17,539</u>

Total net assets	<u>151,211</u>
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Total liabilities and net assets	\$ <u>959,802</u>
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The accompanying notes are an integral part of these statements.

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 STATEMENT OF ACTIVITIES
 For the Year Ended June 30, 2020

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	<u>Net Assets Without Donor Restrictions</u>	<u>Net Assets With Donor Restrictions</u>	<u>Total Net Assets</u>
Revenues			
Government grants	\$ 4,311,289	\$ -	\$ 4,311,289
Local revenue	38,649	295,302	333,951
Program income	137,622	-	137,622
Special event revenue, net of expense	16,379	-	16,379
Donations	6,024	45,000	51,024
Miscellaneous revenue	2,327	-	2,327
In-kind revenue	1,093	-	1,093
Interest income	381	-	381
Net assets released from restrictions	<u>206,630</u>	<u>(206,630)</u>	<u>-</u>
 Total revenues	 <u>4,720,394</u>	 <u>133,672</u>	 <u>4,854,066</u>
Expenses			
Program activity:			
Employment and training	4,501,459	-	4,501,459
Supporting services:			
Management and general	<u>236,869</u>	<u>-</u>	<u>236,869</u>
 Total expenses	 <u>4,738,328</u>	 <u>-</u>	 <u>4,738,328</u>
 Change in net assets	 (17,934)	 133,672	 115,738
Net assets, beginning of year	<u>35,473</u>	<u>-</u>	<u>35,473</u>
Net assets, end of year	<u>\$ 17,539</u>	<u>\$ 133,672</u>	<u>\$ 151,211</u>

The accompanying notes are an integral part of these statements.

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 STATEMENT OF CASH FLOWS
 For the Year Ended June 30, 2020

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Cash flows from operating activities

Change in net assets	\$ 115,738
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
(Increase) decrease in operating assets:	
Grants receivable	(192,112)
Prepaid expenses	4,374
Operating lease right-of-use assets	31,423
Increase (decrease) in operating liabilities:	
Accounts payable	10,704
Accrued payroll and related benefits	3,928
Contracts payable	42,600
Unearned revenue	126,856
Operating lease liabilities	<u>(32,676)</u>
Net cash provided by operating activities	<u>110,835</u>
Net increase in cash and restricted cash	110,835
Cash and restricted cash, beginning of year	<u>467,570</u>
Cash and restricted cash, end of year	<u><u>\$ 578,405</u></u>
 As presented in the Statement of Financial Position:	
Cash	\$ 397,464
Cash - restricted, short-term	160,165
Cash - restricted, long-term	<u>20,776</u>
	<u><u>\$ 578,405</u></u>

The accompanying notes are an integral part of these statements.

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 STATEMENT OF FUNCTIONAL EXPENSES
 For the Year Ended June 30, 2020

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	Program Activity	Supporting Services	
	Employment and Training	Management and General	Total
Personnel costs	\$ 483,245	\$ 180,716	\$ 663,961
Legal	-	67	67
Professional services	-	18,025	18,025
Office expense	2,824	961	3,785
Occupancy	37,124	12,658	49,782
Travel	10,473	3,570	14,043
Conferences, conventions, and meetings	2,922	996	3,918
Insurance	-	4,411	4,411
Other expenses:			
Payments to grant subrecipient providers	2,817,761	-	2,817,761
WorkSource Oregon center expenses	52,492	-	52,492
One Stop Operator	29,844	2,985	32,829
Program projects:			
COVID-19 Layoff Aversion	226,791	-	226,791
Crook County SD - STEM	111,630	-	111,630
Apprenticeship USA	181,601	-	181,601
Sectors Projects	49,403	-	49,403
Youth Career Connect	71,000	-	71,000
Warm Springs Future Ready	87,006	-	87,006
Industry Cohort Training	68,000	-	68,000
Incumbent Worker Training	74,330	-	74,330
Diversity Equity and Inclusion	47,300	-	47,300
Other	99,757	-	99,757
Fees and taxes	-	6,950	6,950
Memberships	9,230	3,147	12,377
Printing	1,560	532	2,092
Staff training	5,427	1,851	7,278
Itrac database	30,217	-	30,217
Program Outreach	429	-	429
In-kind expense	1,093	-	1,093
	<u>\$ 4,501,459</u>	<u>\$ 236,869</u>	<u>\$ 4,738,328</u>
Total functional expenses	<u>\$ 4,501,459</u>	<u>\$ 236,869</u>	<u>\$ 4,738,328</u>

The accompanying notes are an integral part of these statements.

1. Summary of Significant Accounting Policies

Reporting Entity

East Cascades Workforce Investment Board dba East Cascades Works (EC Works or the Organization) was formed on July 1, 2015, as a 501(c)(3) nonprofit corporation organized in the state of Oregon. The Organization services a ten county area in Oregon, including Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler Counties.

EC Works is a workforce development organization dedicated to assisting employers in recruiting and retaining employees and helping individuals find employment and progress in their careers. Specifically, the Organization is charged with strategic planning, oversight, and administrative responsibility for the public workforce system including, but not limited to, those funded under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The WIOA requires that each workforce area designated by the Governor form a Local Workforce Development Board. The Board of Directors of EC Works was designated to meet this requirement for the geographic area of the counties in Oregon noted above.

Budget Policy

The administrative and fiscal staff in consultation with the Treasurer prepare a draft budget for modification and approval by the Executive Committee. Once approved by the Executive Committee, it is then submitted to the Central Oregon Workforce Consortium (COWC) for adoption. The COWC consists of one County Commissioner or Judge from each county serviced by EC Works and is charged with annual budget adoption.

There is no legal requirement that expenditures do not exceed appropriations; however, it is Board practice to limit expenditures to the amount appropriated.

Basis of Presentation

The financial statements have been prepared on the accrual basis of accounting wherein revenues are reported when earned and expenses are reported when incurred. Grants and similar items are recognized as revenue as soon as all the eligibility requirements imposed by the provider have been met. Expenditure-driven grants are recorded as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Functional Allocation of Expenses

The costs of providing the program have been summarized on a functional basis in the accompanying statement of activities. Accordingly, certain costs have been allocated among program and supporting services benefited. EC Works' sole program is Employment and Training Services. This program is charged with planning, oversight, and administrative responsibility for local job training programs for at risk populations in the area.

EC Works allocates costs between program and support activities based on a cost allocation plan. Most of EC Works' operating expenses are allocated to program and support activities based on employee timecards unless the item of cost can be specifically traced to a program related activity. Subrecipient expenses are 100 percent program.

1. Summary of Significant Accounting Policies, continued

Accounting Standards Updates

EC Works early adopted the requirements of Accounting Standards Update (ASU) 2016-18, *Statement of Cash Flows: Restricted Cash*, during the year ended June 30, 2019. This update supersedes accounting standards that exist under current GAAP and makes improvements to address identified issues about current financial reporting for not-for-profit entities. Under the new standard, not-for-profits are required to present on the statement of cash flows the line item descriptions and amounts from the statement of financial position that total the cash balance at the end of the fiscal year.

EC Works early adopted the requirements of ASU 2016-02, *Leases*, during the year ended June 30, 2019. This update supersedes accounting standards that exist under current GAAP and makes improvements to address identified issues about current financial reporting for not-for-profit entities. Under the new standard, lessees are required to report right-of-use assets and liabilities for operating and financing leases.

EC Works adopted the requirements of ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, during the year ended June 30, 2020. ASU 2018-08 assists entities in evaluating whether transactions should be accounted for as contributions or exchange transactions. The standard effectively excludes contributions from the requirements of ASU 2014-09 *Revenue from Contracts with Customers* (Topic 606) and related subsequently issued clarifying ASUs. EC Works adopted the new standard effective July 1, 2019, using a modified prospective approach in these financial statements. There was no change to previously recognized revenue. EC Works elected to delay implementation of ASU 2014-09 pursuant to ASU 2020-05 which delayed the implementation date for EC Works to July 1, 2020.

Assets, Liabilities, and Net Assets

Cash

Cash consists of cash on hand and demand deposits deposited in U.S. Bank accounts.

Receivables

Receivables are recorded in accordance with the policies enumerated above. Management of EC Works considers all amounts included in grants receivable to be collectible; therefore, no provision for uncollectible accounts has been made.

EC Works receives federal funds from the U.S. Department of Labor passed through the state of Oregon, as well as several other nonfederal grants. The amount receivable represents contract billings and cash requests, relating to expenditures incurred through the end of the program year, which had not been received at June 30, 2020.

Capital assets

Capital assets are defined by EC Works as assets with an initial individual cost of \$5,000 or greater and an estimated useful life in excess of one year. Such assets are recorded at historical cost. Donated capital assets are recorded at their fair value at the date of donation.

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
NOTES TO FINANCIAL STATEMENTS

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1. **Summary of Significant Accounting Policies**, continued

Assets, Liabilities, and Net Assets, continued

Capital assets, continued

Depreciation is provided using the straight-line method based on the estimated useful lives of the related assets.

State and federal grantor agencies retain a reversionary interest in all capital assets that are purchased with state and federal funding.

EC Works had no capital assets as of June 30, 2020.

Compensated absences payable

EC Works revised the time off policy during the year ended June 30, 2018, to include a provision for paid time off which does not vest or carry over to subsequent years. As such, no liability for unpaid time off has been accrued as of June 30, 2020.

Unearned revenue

Unearned revenue totaling \$226,143 as of June 30, 2020 mostly consists of funds received for expenditure-driven grants restricted to use in future periods by either time or donor restrictions. \$68,776 of the balance relates to a grant received from Central Oregon Health Council (see Note 6 Restricted Cash), which \$48,000 is expected to be earned in the year ending June 30, 2021 and is classified as current, with the remaining balance of \$20,776 expected to be earned subsequent to June 30, 2021 and is classified as long-term.

Net assets

EC Works reports net assets as changes in net assets with donor restrictions and net assets without donor restrictions.

- Net Assets with Donor Restrictions – The part of net assets of a not-for-profit entity that is subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).
- Net Assets without Donor Restrictions – The part of net assets of a not-for-profit entity that is not subject to donor-imposed restrictions, including Board-designated net assets (self-imposed limits by action of the governing board) that may be earmarked for future programs, investment, contingencies, purchase or construction of fixed assets, or other uses.

EC Works reduces net assets with donor restriction amounts, if any, first when expenditures are incurred for purposes for which restricted and unrestricted amounts are available.

1. Summary of Significant Accounting Policies, continued

Income Taxes

EC Works is exempt from income tax under Internal Revenue Code (IRC) Section 501(c)(3) and is only subject to tax on income unrelated to its exempt purposes, unless that income is otherwise excluded by the IRC. The Organization's federal Return of Organization Exempt from Income Tax return (Form 990) and state of Oregon Form CT-12 for the year ended June 30, 2020, are subject to examination by the Internal Revenue Service and Oregon Department of Revenue, respectively, generally for three years after filed.

Management evaluated EC Works' tax positions, including unrelated business income, if any, and concluded that EC Works had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues, and expenses. Actual results may differ from such estimates.

Concentration of Credit Risk

EC Works maintains its cash and bank deposit accounts in certain financial institutions. Interest and noninterest bearing accounts are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program (PFCP) of the state of Oregon. Deposits in excess of FDIC coverage with institutions participating in the Oregon PFCP are collateralized with securities held by the Federal Home Loan Bank of Seattle in the name of the institution. The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100 percent protected.

EC Works has not experienced any loss in such accounts.

2. Commitments and Contingencies

EC Works leases an office suite under a non-cancelable operating lease that expires on May 31, 2021. Base rent payments were \$2,461 per month from July 1, 2019 through May 31, 2020, and \$2,535 per month beginning June 1, 2020. Total rent includes base rent plus a portion of maintenance, repair, and overhead on the building and common areas. Rent expense, including common area charges, totaled \$39,028 for the year ended June 30, 2020. The lease includes scheduled 3 percent annual rent escalation clauses.

2. Commitments and Contingencies, continued

EC Works determined that this agreement does include a lease with a non-cancelable lease term in excess of one year, and as such this agreement has been included in the calculation of the operating lease right-of-use asset and operating lease liability. The discount rate used is the risk-free 5-year Treasury bill rate in effect at lease inception, 1.55 percent. Total base lease expense recognized as a result of the recognition of the right-of-use asset and lease liability totaled \$28,358 for the year ended June 30, 2020 and this amount has been included in expense.

EC Works subleases two office spaces within its office suite to the Oregon Employment Department. This operating lease expired on June 30, 2020, and is currently on a month-to-month agreement until the end of the prime lease term of May 31, 2021. For the year ended June 30, 2020, monthly payments were \$810 per month (\$9,720 per year), which has been included in income. The lease includes two 2-year renewal options. EC Works determined that this agreement does include a lease, however, the non-cancelable lease term is less than 12 months; therefore, this agreement has not been included in the calculation of the operating lease right-of-use asset and operating lease liability.

EC Works leases office spaces for the WorkSource Oregon center located in the Hood River, Oregon area. This operating lease expired on June 30, 2020 and includes a 1-year renewal option exercised by EC Works. For the year ended June 30, 2020, monthly payments were \$395 per month, and \$4,740 has been included in expense for the year. The base rent is scheduled to increase 3 percent per year. EC Works determined that this agreement does include a lease, however, the non-cancelable lease term is less than 12 months; therefore, this agreement has not been included in the calculation of the operating lease right-of-use asset and operating lease liability.

EC Works leases office spaces for the WorkSource Oregon center located in The Dalles, Oregon area. This operating lease expired on June 30, 2020, and includes monthly payments totaling \$954 per month and \$11,448 has been included in expense for the year. EC Works renewed the lease in July 2020. The lease includes an option to extend the agreement. EC Works determined that this agreement does include a lease, however, the non-cancelable lease term is less than 12 months; therefore, this agreement has not been included in the calculation of the operating lease right-of-use asset and operating lease liability.

EC Works leases office spaces for the WorkSource Oregon center located in Bend, Oregon area. This operating lease expired on June 30, 2020 and includes monthly payments totaling \$1,260 per month, and \$15,120 has been included in expense for the year. EC Works renewed the lease in July 2020. The lease renewal includes an option to extend the agreement in accordance with the Oregon Employment Department's exercised Prime Lease extension options. EC Works determined that this agreement does include a lease, however, the non-cancelable lease term is less than 12 months; therefore, this agreement has not been included in the calculation of the operating lease right-of-use asset and operating lease liability.

EC Works leases office spaces for the WorkSource Oregon center located in Redmond, Oregon area. This operating lease expired on June 30, 2020 and includes monthly payments totaling \$135 per month, and \$1,618 has been included in expense for the year. EC Works renewed the lease in July 2020. The lease renewal includes an option to extend the agreement in accordance with the Oregon Employment Department's exercised Prime Lease extension options. EC Works determined that this agreement does include a lease, however, the non-cancelable lease term is less than 12 months; therefore, this agreement has not been included in the calculation of the operating lease right-of-use asset and operating lease liability.

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
NOTES TO FINANCIAL STATEMENTS

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2. Commitments and Contingencies, continued

Beginning July 1, 2017, EC Works entered into a Memorandum of Understanding (MOU) with a subrecipient to reimburse lease payments for four Central Oregon WorkSource center locations in Bend, Redmond, Madras, and Prineville. EC Works will continue reimbursement payments until EC Works assumes the leases. As of June 30, 2020, EC Works has assumed the leases for all locations. For the 2019-2020 fiscal year, EC Works reimbursed the subrecipient \$7,045 for the Madras location including common area charges, and this amount has been included in expense. EC Works terminated the Madras lease as of September 30, 2019, and the Prineville lease as of June 30, 2019, and as such, there is no further obligation under the MOU with Central Oregon Intergovernmental Council.

EC Works leases office spaces for the WorkSource Oregon center located in Klamath Falls, Oregon area. This operating lease expired on June 30, 2020 and includes monthly payments totaling \$101 per month, and \$1,211 has been included in expense for the year. EC Works renewed the lease in June 2020. EC Works determined that this agreement does include a lease, however, the non-cancelable lease term is less than 12 months; therefore, this agreement has not been included in the calculation of the operating lease right-of-use asset and operating lease liability.

EC Works leases office spaces for the WorkSource Oregon center located in Lakeview, Oregon area. This operating lease expires on January 1, 2023 and includes monthly payments totaling \$375 per month, and \$4,500 has been included in expense for the year. The lease includes an option to extend the agreement for an additional five-year period. EC Works determined that this agreement does include a lease with a non-cancelable lease term in excess of one year, and as such this agreement has been included in the calculation of the operating lease right-of-use asset and operating lease liability including the option to extend. The discount rate used is the risk-free 10-Year Treasury bill rate in effect at lease inception, 2.46 percent.

During the year ended June 30, 2019, EC Works early implemented ASU 2016-02, *Leases*. EC Works made the following elections as a result of implementing this standard:

- EC Works elects not to recognize right-of-use assets and lease liabilities that arise from short-term leases for any class of underlying assets. Short-term leases are accounted for by recognizing the lease payments in the change in net assets on a straight-line basis over the term of the lease. The short-term lease cost and commitments for each short-term lease is disclosed above.
- EC Works elects to use the risk-free rate in the calculation of operating lease liabilities for all leases utilizing the Treasury rates in effect at lease inception with terms closely tied to the terms of the leases.
- EC Works elects the practical expedient to not separate lease components from non-lease components for all underlying assets.

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
NOTES TO FINANCIAL STATEMENTS

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2. Commitments and Contingencies, continued

Future minimum lease payments for noncancelable leases are as follows:

<u>For the Year Ending June 30,</u>	
2021	\$ 32,388
2022	4,500
2023	4,500
2024	4,500
2025	4,500
Thereafter	<u>11,250</u>
	<u>\$ 61,638</u>

A reconciliation of future minimum lease payments for non-cancelable leases to operating lease liability as reported in the statement of financial position for the year ended June 30, 2020 is as follows:

Future minimum lease payments	\$ 61,638
Discounted to present value	<u>(3,075)</u>
Operating lease liability	<u>\$ 58,563</u>
Summary of lease information is as follows:	
Operating lease cost	\$ 32,858
Short-term lease cost	41,176
Sublease income	<u>(9,720)</u>
Total lease cost	<u>\$ 64,314</u>

Cash paid for amounts included in the measurement of lease liabilities:

Operating cash flows from operating leases	<u>\$ 34,111</u>
--	------------------

Weighted-average remaining lease term – operating leases	55 months
Weighted average discount rate – operating leases	2.03%

3. Risk Management

EC Works is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. EC Works maintains coverage through commercial insurance companies for risk of loss. There were no insurance settlements exceeding insurance coverage during the year ended June 30, 2020.

EC Works contracted with several subrecipient organizations to provide training and employment services during the year ended June 30, 2020. While federal and state requirements and compliance for provisions of services are defined and rather strict, there are other local organizations capable of providing the necessary services in the event any of the three primary contracted service providers cease to perform or operate per the terms of their contracts. Combined, the three primary providers in EC Works' three regions (North, Central, and South) were paid \$2,817,761 during the year ended June 30, 2020.

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
NOTES TO FINANCIAL STATEMENTS

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4. Related Party Transactions

EC Works has entered into contracts with organizations whose Boards of Directors include members of the COWC, or whose employees included members of the EC Works Board of Directors. The conflicted party is precluded from voting on budget and contract approval where a conflict is present.

The following contracts were in effect during the year ended June 30, 2020:

Agency	Funding Title	Expense	Payable
Central Oregon Community College	WIOA Title 1B	\$ 111,890	\$ 19,423
Central Oregon Community College	State of Oregon General Funds	35,471	15,007
Central Oregon Community College	Central Oregon Health Council	21,224	760
Central Oregon Community College	DOL Apprenticeship USA	116,134	-
Central Oregon Intergovernmental Council	WIOA Title 1B	1,278,833	115,734
Central Oregon Intergovernmental Council	WIOA Title 1B Future Ready	35,530	3,175
Central Oregon Intergovernmental Council	DHS 2019 TANF Summer Youth Employment Program	89,311	-
Central Oregon Intergovernmental Council	GED Wraparound	15,816	-
Central Oregon Intergovernmental Council	DOL Apprenticeship USA	44,842	1,922
Central Oregon Intergovernmental Council	State of Oregon Work Experience	69,959	6,964
Central Oregon Intergovernmental Council	WIOA National Dislocated Worker Grant	44,720	40,365
Central Oregon Intergovernmental Council	COVID Tech Support - Title 1B Rapid Response	588	-

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
NOTES TO FINANCIAL STATEMENTS

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4. Related Party Transactions, continued

<u>Agency</u>	<u>Funding Title</u>	<u>Expense</u>	<u>Payable</u>
Central Oregon Intergovernmental Council	Central Oregon WorkSource Lease MOU - WIOA Title 1B	7,045	-
Klamath Community College	WIOA Title 1B	493,360	80,657
Klamath Community College	State of Oregon Work Experience	28,926	76
Klamath Community College	Lake County General Funds	13,597	55
Klamath Community College	WIOA National Dislocated Worker Grant	5,301	5,301
Klamath Community College	WIOA Rapid Response Additional Assistance	282,139	15,466
Klamath Community College	DHS 2019 TANF Summer Youth Employment Program	28,829	-
Columbia Gorge Community College	WIOA Title 1B	297,873	20,685
Columbia Gorge Community College	DHS 2019 TANF Summer Youth Employment Program	1,823	-
Columbia Gorge Community College	State of Oregon Work Experience	11,149	-
Columbia Gorge Community College	WIOA National Dislocated Worker Grant	19,264	19,264
Columbia Gorge Community College	COVID Tech Support - Title 1B Rapid Response	136	-

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 NOTES TO FINANCIAL STATEMENTS

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4. Related Party Transactions, continued

<u>Agency</u>	<u>Funding Title</u>	<u>Expense</u>	<u>Payable</u>
Columbia Gorge Community College	Northern Oregon WorkSource Lease MOU - WIOA Title 1B	4,740	-
Lake County	Southern Oregon WorkSource Lease MOU - WIOA Title 1B	4,500	-
Oregon Employment Department	WorkSource Leases WIOA Title 1B	34,892	-
Technology Association of Oregon Fndn	DOL Apprenticeship USA	6,000	-

Additionally, EC Works paid Oregon Workforce Partnership (OWP) \$10,000 during the year ended June 30, 2020. An employee of EC Works is on the Board of Directors of OWP. The annual membership fee covers expenses for monthly meetings, as well as the costs for partnership development with other workforce boards in Oregon, the Oregon Employment Department, the Higher Education Coordinating Commission, and the Governor's office.

5. Retirement Plan

EC Works maintains a 401(k) retirement program for eligible employees. The Organization matches employee contributions up to 100 percent of the first 6 percent of eligible earnings contributed by employees. All matching contributions vest immediately. The Organization's matching contributions to the 401(k) plan totaled \$26,371 during the year ended June 30, 2020.

6. Restricted Cash

Restricted cash totaled \$180,941 as of June 30, 2020.

Funds totaling \$28,493 relate to amounts collected as a beneficiary of fundraising events that occurred in September 2018 and 2019. In accordance with the fiscal service agreement, the amounts are required to be maintained in a separate account and are restricted by the hosting entity. EC Works received 10 percent of the net proceeds from the events to support EC Works' administrative expenses. Net proceeds, after administrative expenses, are to be invested in construction industry training.

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 NOTES TO FINANCIAL STATEMENTS

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6. Restricted Cash, continued

EC Works received a grant from Facebook, Inc. for the benefit of the Crook County School District STEM and CTE programs during the year ended June 30, 2020. Funds received totaling \$195,302 are restricted to reimbursement for hardware, programming, and material purchases. As of June 30, 2020, \$83,672 remains unspent and this amount is included in restricted cash.

Additionally, EC Works received a grant totaling \$90,000 from Central Oregon Health Council to fund half of the total cost of a part time Health Careers Outreach Coordinator position at Central Oregon Community College for 36 months beginning on or around August 1, 2019. As of June 30, 2020, \$68,776 remains unspent. EC Works anticipates \$48,000 will be earned in the year ended June 30, 2021 and this amount is included in current assets restricted cash and current unearned revenue. The remaining \$20,776 balance is in long-term assets restricted cash and long-term unearned revenue.

7. Liquidity and Availability of Resources

EC Works has a policy to manage its liquidity and reserves in order to meet its needs to fund operating expenditures. At June 30, 2020, EC Works' financial assets available for general expenditure, that is, without donor or other restriction limiting their use, within one year from the statement of financial position date, are comprised of the following:

	2020
Cash and restricted cash	\$ 578,405
Grants receivable	311,008
	889,413
Less financial assets unavailable for general expenditure within one year due to:	
Restricted cash subject to specified purpose or time restrictions	(180,941)
Grants receivable subject to specified purpose restrictions	(50,000)
Financial assets available for general expenditure	\$ 658,472

8. Contributed Services

EC Works received a total of \$1,093 in contributed services during the year ended June 30, 2020. These services were provided to support the Endless Summer Nights fundraising event for EC Works. This amount has been included in in-kind revenues and in-kind expenses in the financial statements.

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 NOTES TO FINANCIAL STATEMENTS

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9. Net Asset with Donor Restrictions

Net assets with donor restrictions consists of the following amounts as of June 30, 2020:

Facebook Grant restricted to purchase of hardware, programming, and materials for Crook County School District STEM and CTE Programs	\$ 83,672
Tykeson Family Foundation Grant restricted to supporting the Youth Career Connect Program	<u>50,000</u>
Total net assets with donor restrictions	<u>\$ 133,672</u>

10. Contracts Payable

Contracts payable as of June 30, 2020 totaling \$42,600 includes the balance due on a contract to purchase diversity, equity, and inclusion curriculum. Future payments are as follows:

<u>For the Year Ending June 30,</u>	
2021	\$ 14,200
2022	14,200
2023	14,200
2024	-
2025	-
Thereafter	<u>-</u>
	<u>\$ 42,600</u>

11. Economic Uncertainties

The COVID-19 coronavirus pandemic has resulted in significant economic uncertainties across the globe. EC Works has not yet experienced significant disruption in its operations as a result of the ongoing COVID-19 coronavirus pandemic. However, as of the date of the independent auditor’s report, certain economic uncertainties still exist related to the COVID-19 coronavirus pandemic. These continuing uncertainties have the potential to result in a significant impact to EC Works’ future financial condition and operating results. However, any such future financial impact and duration of such impact cannot be reasonably estimated at this time.

12. Subsequent Events

Management has evaluated subsequent events through the date of the independent auditor’s report, the date on which the financial statements were available to be issued.

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
NOTES TO FINANCIAL STATEMENTS

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12. Subsequent Events, continued

On July 28, 2020, EC Works received a \$111,350 Paycheck Protection Program (PPP) loan from the United States Small Business Administration (SBA) through U.S. Bank. EC Works has six months to spend the funds on certain eligible costs, and then may apply for loan forgiveness. The loan bears a fixed interest rate of 1 percent. As of the date of the independent auditor's report, based on its projected expenditures and developing SBA guidance, EC Works expects the entirety of the PPP loan proceeds to be forgiven. Details regarding eligible costs, requirements for loan forgiveness and repayment terms should the loan not be forgiven can be found at the following website: <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

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SINGLE AUDIT INFORMATION

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended June 30, 2020

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Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Expenditures	Amounts Paid to Subrecipients
U.S. Department of Labor				
Passed through State of Oregon, Department of Community				
Colleges and Workforce Development (CCWD):				
<i>Title 1B Workforce Investment Opportunity Act Cluster:</i>				
WIOA - Local Administration PY17	17.258	17-148-004	\$ 1,144	\$ -
WIOA - Local Administration FY18	17.258	17-148-004	2,289	-
WIOA - Local Administration PY18	17.258	18-030	14,808	475
WIOA - Local Administration FY19	17.258	18-030	77,335	77,335
WIOA - Adult PY17	17.258	17-148-004	10,297	-
WIOA - Adult FY18	17.258	17-148-004	20,602	-
WIOA - Adult FY18 10% Future Ready	17.258	18-166-001	81,791	-
WIOA - Adult FY19	17.258	18-030	443,768	341,219
WIOA - Adult FY19 10% Future Ready	17.258	18-166-001	42,000	35,530
WIOA - Adult PY19	17.258	19-079E	119,405	91,398
WIOA - Adult FY20	17.258	19-079E	229,215	176,703
WIOA - Adult PY18 Strategic Innovation	17.258	19-117C	13,992	-
WIOA - Local Administration PY18	17.259	18-030	97,640	32,131
WIOA - Youth PY18	17.259	18-030	543,733	434,664
WIOA - Youth PY19	17.259	19-079E	389,693	314,756
WIOA - Youth PY18 10% High Concentration of Eligible Youth	17.259	18-030	15,000	15,000
WIOA - Local Administration PY18	17.278	18-030	15,221	474
WIOA - Local Administration FY19	17.278	18-030	72,070	72,070
WIOA - Dislocated Worker FY19	17.278	18-030	547,853	336,629
WIOA - Dislocated Worker PY19	17.278	19-079E	143,298	90,168
WIOA - Dislocated Worker 10% Future Ready	17.278	18-166-001	5,131	-
WIOA - Dislocated Worker FY20	17.278	19-079E	280,395	174,326
WIOA - Dislocated Worker PY18 Strategic Innovation	17.278	19-117C	5,431	-
COVID-19 WIOA FY18 RR Rapid Response 25% COVID TECH 19	17.278	17-148-004	1,000	-
COVID-19 WIOA FY18 Rapid Response 25% Layoff Aversion COVID	17.278	17-148-004	150,360	-
COVID-19 WIOA FY19 Rapid Response 25% Layoff Aversion COVID Funds	17.278	18-030	55,400	-
WIOA FY19 DW Admin 5% IQor	17.278	18-030	5,264	-
WIOA FY19 Rapid Response 25% IQor	17.278	18-030	282,139	282,139
Total Title 1B Workforce Investment Opportunity Act Cluster			3,666,274	2,475,017

EAST CASCADES WORKFORCE INVESTMENT BOARD
 dba EAST CASCADES WORKS
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Continued
 For the Year Ended June 30, 2020

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Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Expenditures	Amounts Paid to Subrecipients
<i>WIOA National Emergency Grants (NEG):</i>				
Dislocated Worker Grant Employment Recovery	17.277	20-038E	51,224	47,412
Dislocated Worker Grant Disaster Recovery	17.277	20-046E	<u>25,954</u>	<u>21,874</u>
Total WIOA National Emergency Grants (NEG)			<u>77,178</u>	<u>69,286</u>
<i>Apprenticeship USA Grants</i>				
Apprenticeship USA - Program & Administration	17.285	18-107	<u>202,159</u>	<u>44,842</u>
Total Passed through State of Oregon, CCWD			3,945,611	2,589,145
Passed through Lane Workforce Partnership:				
<i>H-1B Job Training Grants</i>				
American Apprenticeship Initiative Grant	17.268	31131	<u>2,369</u>	<u>-</u>
Total expenditures of federal awards			<u>\$ 3,947,980</u>	<u>\$ 2,589,145</u>

EAST CASCADES WORKFORCE INVESTMENT BOARD
dba EAST CASCADES WORKS
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

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1. Purpose of the Schedule

The accompanying schedule of expenditures of federal awards (the Schedule) is a supplementary schedule to East Cascades Workforce Investment Board dba East Cascades Works' (EC Works') financial statements and is presented for purposes of additional analysis. Because the Schedule presents only a selected portion of the activities of the Organization, it does not present the financial position, changes in financial position, or the revenues and expenditures of EC Works.

2. Significant Accounting Policies

Reporting Entity

The reporting entity is fully described in Note 1 to EC Works' financial statements. The Schedule includes all federal programs administered by EC Works for the fiscal year ended June 30, 2020.

Basis of Presentation

The information in the Schedule is presented in accordance with OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* 2CFR200 (Uniform Guidance).

Federal Financial Assistance

Pursuant to the Uniform Guidance, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations. Accordingly, nonmonetary federal assistance, including federal surplus property, is included in federal financial assistance and is reported on the Schedule (if applicable). Federal financial assistance does not include direct federal cash assistance to individuals. Solicited contracts between EC Works and the federal government for which the federal government procures tangible goods or services are not considered to be federal financial assistance.

Major Programs

The Uniform Guidance establishes criteria to be used in defining major programs. Major programs are those programs selected for testing using a risk-assessment model, as well as certain minimum expenditure requirements, as outlined in the Uniform Guidance Subpart F 200.518. Programs with similar requirements may be grouped into a cluster for testing purposes.

Basis of Accounting

Receipts and expenditures are accounted for using the accrual basis of accounting. Revenues are recorded when earned or, in the case of grants where expenditures are the prime factor for determining eligibility, when the expenditure is made. Expenditures are recorded when a liability is incurred.

3. Indirect Cost Rate

EC Works elected to use the ten percent (10%) de minimis indirect cost rate of modified total direct costs. A definition of modified total direct costs can be found in the Uniform Guidance Subpart A 200.68.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
East Cascades Workforce Investment Board
dba East Cascades Works
Bend, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of East Cascades Workforce Investment Board dba East Cascades Works (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated [DATE].

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered East Cascades Workforce Investment Board dba East Cascades Works' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of East Cascades Workforce Investment Board dba East Cascades Works' internal control. Accordingly, we do not express an opinion on the effectiveness of East Cascades Workforce Investment Board dba East Cascades Works' internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether East Cascades Workforce Investment Board dba East Cascades Works' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Jones & Roth, P.C.
Eugene, Oregon

[DATE]

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
East Cascades Workforce Investment Board
dba East Cascades Works
Bend, Oregon

Report on Compliance for Each Major Federal Program

We have audited East Cascades Workforce Investment Board dba East Cascades Works' compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of East Cascades Workforce Investment Board dba East Cascades Works' major federal programs for the year ended June 30, 2020. East Cascades Workforce Investment Board dba East Cascades Works' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of East Cascades Workforce Investment Board dba East Cascades Works' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about East Cascades Workforce Investment Board dba East Cascades Works' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of East Cascades Workforce Investment Board dba East Cascades Works' compliance.

Opinion on Each Major Federal Program

In our opinion, East Cascades Workforce Investment Board dba East Cascades Works complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control over Compliance

Management of East Cascades Workforce Investment Board dba East Cascades Works is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered East Cascades Workforce Investment Board dba East Cascades Works' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of East Cascades Workforce Investment Board dba East Cascades Works' internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Jones & Roth, P.C.
Eugene, Oregon

[DATE]

**EAST CASCADES WORKS
BUDGET VS. ACTUAL
JULY 1, 2020 THROUGH DECEMBER 31, 2020**

Funding Expiration	RESOURCES	ADOPTED BUDGET MOD2	WORKING BUDGET	FUNDS DRAWN/ RECEIVED	REMAINING FUNDS AVAILABLE	BALANCE REMAINING %	NOTES
<u>Carry In Resources</u>							
6/30/2021	WIOA - Future Ready	57,457	57,457	4,943	52,514	91%	
6/30/2021	WIOA Adult	388,121	388,121	296,288	91,833	24%	
6/30/2021	WIOA Dislocated Worker	487,651	487,651	346,174	141,477	29%	
6/30/2021	WIOA Youth	407,038	407,038	407,038	-	0%	
6/30/2021	WIOA - HCEY	11,250	11,250	3,098	8,152	72%	
6/30/2021	Admin - Formula	261,189	261,189	-	261,189	100%	
11/30/2020	DOL - American Apprenticeship LWP	33,632	33,632	27,658	5,974	18%	
4/30/2021	DOL - Apprenti	87,861	87,861	37,121	50,740	58%	
3/31/2022	DOL - DWG Disaster & Employment	584,591	584,591	398,887	185,704	32%	
6/30/2021	DOL/State - WTDB COVID Response	78,775	78,775	36,997	41,778	53%	
6/30/2021	State - Compet Strategies (Board)	104,640	104,640	71,524	33,116	32%	
6/30/2021	State - TWIP (Work Exp)	161,684	161,684	84,838	76,846	48%	
6/30/2021	State - Industry Eng (Sectors)	138,756	138,756	39,781	98,975	71%	
7/31/2022	Local - COHC Health Careers	68,776	68,776	-	68,776	100%	carry over to PY21
12/10/2019	Local - Facebook	83,672	83,672	-	83,672	100%	
n/a	Local - YCC (Tykeson)	50,000	50,000	-	50,000	100%	
<u>Current Year Resources</u>							
6/30/2022	WIOA Adult	1,087,272	1,087,272	-	1,087,272	100%	} target 20% carry in of each to next year
6/30/2022	WIOA Dislocated Worker	845,299	845,299	-	845,299	100%	
6/30/2022	WIOA Youth	1,149,809	1,149,809	47,329	1,102,480	96%	
6/30/2022	WIOA - HCEY	11,250	11,250	-	11,250	100%	
6/30/2022	Admin - Formula	342,486	342,486	-	342,486	100%	target - as much as poss
12/31/2020	Federal - Paycheck Protection Prog	111,350	111,350	111,350	-	0%	
6/30/2021	Federal/State - PY20 TANF	220,000	220,000	63,383	156,617	71%	
6/30/2021	State - GED Wraparound	42,900	42,900	6,134	36,766	86%	
6/30/2021	State - YDD	-	290,000	-	290,000	100%	NEW
3 year	State/Local - HowTo	1,000,000	1,000,000	-	1,000,000	100%	
NEW Rdm Chamber, COAR,							
6/30/2021	Local - YCC (BLPD, Redmond SD)	70,000	132,000	95,000	37,000	28%	Jeff Co
n/a	County - Lake County	14,500	14,500	14,500	-	0%	
n/a	Fiscal Sponsorships	-	-	2,000	(2,000)	0%	
	Program Income	-	-	46,817	(46,817)	0%	
	Unrestricted Inc - Interest & Misc	-	-	289	(289)	0%	
TOTAL AVAILABLE RESOURCES		7,899,959	8,251,959	2,141,150	6,110,809	74%	

BOARD EXPENSES	ADOPTED		YTD SPENDING	BALANCE REMAINING	BALANCE REMAINING %	YTD SPENDING as a % of REVENUE
	BUDGET MOD2	WORKING BUDGET				
Staffing						
Salaries	658,959	642,105	265,267	376,838	59%	12.39%
Taxes & Benefits	251,723	229,232	81,244	147,988	65%	3.79%
Total Staffing	910,682	871,337	346,511	524,826	60%	16.18%
Operating Expenses						
Temporary staff				-	0%	0.00%
Professional services	30,000	45,000	74	44,926	0%	0.00%
Legal services	4,500	4,500	-	4,500	100%	0.00%
Audit services	18,746	18,746	17,500	1,246	7%	0.82%
Fees/taxes	8,500	8,500	3,133	5,367	63%	0.15%
Phone & internet	16,500	16,500	6,602	9,898	60%	0.31%
Insurance	12,000	12,000	4,767	7,233	60%	0.22%
Facilities	36,000	36,000	15,319	20,681	57%	0.72%
Office supplies/expenses	20,000	20,000	11,449	8,551	43%	0.53%
Memberships	13,500	13,500	6,149	7,351	54%	0.29%
Printing	2,600	2,600	986	1,614	62%	0.05%
Postage	300	300	2	298	99%	0.00%
Staff/Board travel	20,000	5,000	649	4,351	87%	0.03%
Meetings	5,000	5,000	207	4,793	96%	0.01%
Staff development	11,500	11,500	496	11,004	96%	0.02%
Total Operating Expenses	199,146	199,146	67,332	131,814	66%	3.14%
Board Exp as % of Revenue			19.33%			
Program Expenses						
I-Trac	38,510	38,510	16,235	22,275	58%	0.76%
WSO Exp - Leases, Phone, Tech	42,580	42,580	21,148	21,432	50%	0.99%
One Stop Operator	29,289	29,289	11,241	18,048	62%	0.52%
Program General Expenses	1,114,788	1,152,597	317,155	835,442	72%	14.81%
Program Outreach	-	-	-	-	0%	0.00%
Total Program Expenses	1,225,167	1,262,976	365,779	897,197	71%	17.08%
TOTAL BOARD EXPENSES	2,334,995	2,333,459	779,623	1,553,836	67%	36.41%

Contract Expiration	PROVIDER EXPENSES	ADOPTED BUDGET MOD2	WORKING BUDGET	YTD SPENDING	BALANCE	BALANCE %	% of REVENUE
6/30/2021	WIOA Adult	850,000	850,000	224,766	625,234	74%	10.50%
6/30/2021	WIOA Dislocated Worker	860,000	860,000	192,770	667,230	78%	9.00%
6/30/2021	WIOA Youth	988,750	988,750	395,907	592,843	60%	18.49%
	WIOA Youth - program income exp	-	-	46,670	(46,670)	0%	2.18%
6/30/2021	WIOA HCEY	11,250	11,250	3,098	8,152	72%	0.14%
12/31/2020	DOL - Disaster/Employment DWGs	460,138	460,138	359,119	101,019	22%	16.77%
6/30/2021	Lake County - WSO Center	10,000	10,000	3,963	6,037	60%	0.19%
6/30/2021	State - Work Experiences (TWIP)	147,383	147,383	75,821	71,562	49%	3.54%
4/30/2021	DOL - Apprenticeship USA	76,158	76,158	30,575	45,583	60%	1.43%
6/30/2021	Future Ready - Warm Springs	35,670	35,670	3,878	31,792	89%	0.18%
6/30/2021	Federal/State - PY20 TANF	193,600	193,600	47,532	146,068	75%	2.22%
6/30/2021	State - YDD	-	279,312	-	279,312	100%	0.00%
6/30/2021	State - GED Wraparound	42,900	42,900	6,134	36,766	86%	0.29%
TOTAL PROVIDER EXPENSES		3,675,849	3,955,161	1,390,231	2,564,930	65%	64.93%
CONTINGENCY		10,000	10,000	-	10,000	0%	0.00%
GRAND TOTAL EXPENSES		6,020,844	6,298,620	2,169,854	4,128,766	66%	101.34%
UNEXPENDED FUNDS		1,879,115	1,953,339	(28,704)	1,982,043	101%	-1.34%

Carry In Notes
\$833k carry in HowTo
\$69k carry in COHC
\$1m carry in A/DW/Y

(Loss) Notes
Entirely due to Facebook grant
Recognized 100% of revenues last year
Spending funds in current year

Program General Exp account tracking
 acct # 8185

	State/Fed funds					
	Adult	DW	Youth	Sectors	Facebook	Other
Target Population	10,000.00	10,000.00	10,000.00			
YCC Data System				24,000.00		
Sponsorships	2,500.00	2,500.00	2,500.00			
Field Training (Super LLT \$6k)	4,000.00		2,000.00			
Sectors projects - other	34,636.25	34,636.25	30,727.50	7,500.00		
COHC & Match - COCC				48,000.00		
Ranemaker Institute	9,466.00		4,734.00			
COCC - WTDB C N A & Nurse Assistant 06/30/21						
Future Ready - Warm Springs						
Crook County School District					83,671.75	
Incumbent Worker	138,003.95					
Project Orange - cohort	30,000.00					
Project Waterfall - KCEDA Econ Dev - cohort	15,000.00					
Google				6,000.00		
Language Translation Services	3,333.00	3,333.00	3,334.00			
YCC			50,000.00			
YCC - Hold - do not yet contract			140,000.00			
WorkSource Branding	4,000.00					
Reserve for Future Projects	6,666.00		3,334.00			
Erika McCalpine - DEI	3,333.00	3,333.00	3,334.00			6,500.00
COIC - computers	3,000.00	3,000.00				
HowTo - Direct Expenses						
Layoff Aversion		88,640.00		5,360.00		
Starting Balance	263,938.20	145,442.25	273,963.50	66,860.00	83,671.75	6,500.00

Program General Exp account tracking
acct # 8185

	YCC	WTDB Covid	HowTo	Future Ready	Unrestricted	Totals	Spent YTD	Balance
Target Population						30,000.00		30,000.00
YCC Data System						24,000.00	12,000.00	12,000.00
Sponsorships						7,500.00		7,500.00
Field Training (Super LLT \$6k)						6,000.00		6,000.00
Sectors projects - other						107,500.00	16,250.00	91,250.00
COHC & Match - COCC						48,000.00	24,160.81	23,839.19
Ranemaker Institute						14,200.00		14,200.00
COCC - WTDB C N A & Nurse Assistant 06/30/21		70,000.00				70,000.00	30,000.00	40,000.00
Future Ready - Warm Springs				20,721.01		20,721.01		20,721.01
Crook County School District						83,671.75	83,671.75	-
Incumbent Worker						138,003.95	3,241.25	134,762.70
Project Orange - cohort						30,000.00		30,000.00
Project Waterfall - KCEDA Econ Dev - cohort						15,000.00		15,000.00
Google						6,000.00		6,000.00
Language Translation Services						10,000.00		10,000.00
YCC	182,000.00					232,000.00	50,000.00	182,000.00
YCC - Hold - do not yet contract						140,000.00		140,000.00
WorkSource Branding						4,000.00	316.57	3,683.43
Reserve for Future Projects						10,000.00	25.00	9,975.00
Erika McCalpine - DEI						16,500.00	-	16,500.00
COIC - computers						6,000.00	5,739.93	260.07
HowTo - Direct Expenses			39,500.00			39,500.00		39,500.00
Layoff Aversion						94,000.00	91,500.00	2,500.00
Starting Balance	182,000.00	70,000.00	39,500.00	20,721.01	-	1,152,596.71	316,905.31	835,691.40

\$250 Difference LYN sponsorship

East Cascades Works
BALANCE SHEET - UNAUDITED
As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1005 Petty Cash	0.00
1011 General Checking	1,105,525.50
1025 Special Events Checking	30,244.26
1030 Checking - ACH deposits	32.77
Total Bank Accounts	\$1,135,802.53
Accounts Receivable	
1200 Accounts Receivable (A/R)	54,275.37
Total Accounts Receivable	\$54,275.37
Other Current Assets	
1202 Grants Receivable	97,667.94
1209 Other Receivable	808.71
1405 Prepaid Expenses	23,042.21
1410 Pay Advance	0.00
1999 Interfund Advances	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$121,518.86
Total Current Assets	\$1,311,596.76
Other Assets	
1505 Deposits	3,200.00
Total Other Assets	\$3,200.00
TOTAL ASSETS	\$1,314,796.76
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2011 Accounts Payable (A/P)	562,220.83
Total Accounts Payable	\$562,220.83
Other Current Liabilities	
2015 Other Accrued Expenses	0.00
2020 Wages Payable	15,178.78
2025 Payroll Taxes Payable	9,009.46
2030 Benefits Payable	4,174.32
2040 Deferred Revenue	557,213.71
Total Other Current Liabilities	\$585,576.27
Total Current Liabilities	\$1,147,797.10
Total Liabilities	\$1,147,797.10
Equity	
3103 Fund Balance	195,704.18
Opening Balance Equity	0.00
Net Income	-28,704.52
Total Equity	\$166,999.66
TOTAL LIABILITIES AND EQUITY	\$1,314,796.76

East Cascades Works

STATEMENT OF REVENUE AND EXPENDITURES - UNAUDITED

July - December, 2020

	TOTAL
Income	
4501 Federal WIOA	1,503,758.01
4510 Federal Grants	211,273.68
4530 State Grants	267,511.87
4590 Local Revenue	109,500.00
4600 Program Income Subrecipient	46,669.64
4625 Donation	2,023.01
4690 Miscellaneous Revenue	225.00
4800 Interest Income - ECW	41.44
4805 Program Income - ECW	147.00
Total Income	\$2,141,149.65
GROSS PROFIT	\$2,141,149.65
Expenses	
5000 EC Works Board Administrative Expenses	
5100 Salaries	265,267.22
5150 Employer Taxes	20,479.35
5160 Employee Benefits	60,764.89
5211 Professional Services	73.75
5217 Audit Services	17,500.02
5218 Fees / Taxes	3,132.88
5234 Phone / Internet	6,602.30
5235 Insurance	4,766.81
5236 Office Lease	15,318.82
5261 Office Supplies	11,448.93
5263 Memberships	6,149.00
5264 Printing	985.58
5268 Postage	1.80
5280 Travel	648.96
5281 Meetings	206.94
5282 Staff Training	496.03
Total 5000 EC Works Board Administrative Expenses	413,843.28
8100 EC Works Program Expenses	
8170 ITrac Database	16,234.86
8175 WSO Leases	19,204.48
8178 WSO Phone / Internet	1,944.00
8180 One Stop Operator	11,240.63
8185 Program General Expense 1099 MISC	305,155.31
8186 Program General Expenses 1099 NEC	12,000.00
Total 8100 EC Works Program Expenses	365,779.28

East Cascades Works

STATEMENT OF REVENUE AND EXPENDITURES - UNAUDITED

July - December, 2020

	TOTAL
8200 Subrecipient Expenses	
8201 Sub Program Admin Comp	43,486.28
8210 Sub Professional Services	9,988.33
8213 Sub Insurance	2,373.91
8219 Sub Office Supplies	6,645.06
8222 Sub Tech/Office Equip	3,054.04
8225 Sub Phone/Internet	6,999.07
8231 Sub Facilities	34,660.88
8237 Sub Travel	6,342.26
8240 Sub Staff Training	1,101.42
8251 Sub Program Delivery Compensation	651,337.33
8260 Sub Licenses & Certifications	6,285.94
8263 Sub Training/ITA	198,609.37
8264 Sub On-the-Job Training	44,005.88
8266 Sub Support Services - Training Related	16,911.04
8267 Sub Support Services - non Training Related	17,722.03
8271 Sub Work Experience	16,454.78
8272 Sub Occupational Skills	19,735.00
8275 Sub Incentives	375.92
8281 Sub WEX - Staff Compensation	87,729.91
8283 Sub WEX - Incentives	400.00
8286 Sub WEX - Participant Pay	86,271.98
8295 Sub Indirect Expenses	129,741.18
Total 8200 Subrecipient Expenses	1,390,231.61
Total Expenses	\$2,169,854.17
NET OPERATING INCOME	\$ -28,704.52
NET INCOME	\$ -28,704.52

East Cascades Works
Statement of Revenues and Expenditures by Fund - Unaudited
 July - December, 2020

	Total 11 WIOA Admin	Total 12 WIOA Adult	Total 13 WIOA DW	Total 14 WIOA Youth	Total 15 WIOA NEG	Total 17 Federal Other	Total 18 State DHS	Total 44 State Funds
Income								
4501 Federal WIOA	0.00	301,231.14	346,174.44	457,465.00	398,887.43	0.00	0.00	0.00
4510 Federal Grants	0.00	0.00	0.00	0.00	0.00	139,007.71	35,144.99	0.00
4530 State Grants	0.00	0.00	0.00	0.00	0.00	0.00	28,237.53	108,520.98
4590 Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4600 Program Income Subrecipient	0.00	0.00	0.00	46,669.64	0.00	0.00	0.00	0.00
4625 Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4800 Interest Income - ECW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4805 Program Income - ECW	108.49	0.00	0.00	0.00	13.47	6.95	6.51	1.96
Total Income	\$ 108.49	\$ 301,231.14	\$ 346,174.44	\$ 504,134.64	\$ 398,900.90	\$ 139,014.66	\$ 63,389.03	\$ 108,522.94
Expenses								
Total 5000 EC Works Board Administrative Expenses	\$ 0.00	\$ 45,868.55	\$ 44,520.28	\$ 38,216.14	\$ 35,474.40	\$ 139,014.66	\$ 15,857.00	\$ 72,609.55
Total 8100 EC Works Program Expenses	\$ 108.49	\$ 26,718.84	\$ 108,884.59	\$ 20,243.87	\$ 4,307.68	\$ 0.00	\$ 0.00	\$ 35,913.39
Total 8200 Subrecipient Expenses	\$ 0.00	\$ 228,643.75	\$ 192,769.57	\$ 445,674.63	\$ 359,118.82	\$ 0.00	\$ 47,532.03	\$ 0.00
Total Expenses	\$ 108.49	\$ 301,231.14	\$ 346,174.44	\$ 504,134.64	\$ 398,900.90	\$ 139,014.66	\$ 63,389.03	\$ 108,522.94
Net Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Total 45 State Sectors	Total 46 State GED Wraparound	Total 48 Apprenti	Total 51 State TWIP	Total 85 Lake County	Total 90 Special Events	Total 95 Local Funds	Total 99 Unrestricted General Fund	TOTAL
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,503,758.01
0.00	0.00	37,120.98	0.00	0.00	0.00	0.00	0.00	211,273.68
39,781.36	6,133.55	0.00	84,838.45	0.00	0.00	0.00	0.00	267,511.87
0.00	0.00	0.00	0.00	14,500.00	0.00	95,000.00	0.00	109,500.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,669.64
0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	23.01	2,023.01
0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.00
0.00	0.00	0.00	0.00	0.00	1.37	0.10	39.97	41.44
5.79	0.00	1.43	2.40	0.00	0.00	0.00	0.00	147.00
\$ 39,787.15	\$ 6,133.55	\$ 37,122.41	\$ 84,840.85	\$ 14,500.00	\$ 1.37	\$ 97,000.10	\$ 287.98	\$ 2,141,149.65
\$ 9,016.34	\$ 0.00	\$ 6,547.84	\$ 6,359.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 358.77	\$ 413,843.28
\$ 30,770.81	\$ 0.00	\$ 0.00	\$ 2,659.86	\$ 2,250.00	\$ 0.00	\$ 133,921.75	\$ 0.00	\$ 365,779.28
\$ 0.00	\$ 6,133.55	\$ 30,574.57	\$ 75,821.24	\$ 3,963.45	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,390,231.61
\$ 39,787.15	\$ 6,133.55	\$ 37,122.41	\$ 84,840.85	\$ 6,213.45	\$ 0.00	\$ 133,921.75	\$ 358.77	\$ 2,169,854.17
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,286.55	\$ 1.37	-\$ 36,921.65	-\$ 70.79	-\$ 28,704.52

East Cascades Works



Financial Management Policy

TITLE: Electronic Disbursement Authority

- check signer.
- d. Electronic Employee Benefits Payments: Shall be reviewed and approved by the Executive Director and a second authorized check signer when statement amounts exceed \$5,000. Annual employee benefit amounts are approved within the EC Works budget.
 - e. Bill Pay Payments: shall be reviewed and approved by a single authorized check signer for transactions up to \$5,000. Any transaction in excess of \$5,000 shall be subsequently reviewed and approved by a second authorized check signer. No Bill Pay payment disbursed to one of the authorized approvers shall be approved by the same individual to whom the disbursement is made.