

**WORKFORCE SYSTEMS LETTER NO.: 07-SK 479857-4****DATE:** February 16, 2007

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>ATTACHMENTS</u>
	<input checked="" type="checkbox"/> All Discretionary Grantees	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SUBJECT: Discretionary Grantee Training Session on Accrual Accounting and Financial Reporting

1. Purpose: To announce a training session on accrual accounting and financial reporting for discretionary grantees. This training session is intended to provide the U. S. Department of Labor Employment and Training Administration's (ETA) discretionary grantees in Region I with financial training to improve accountability for ETA's grants.

2. Background: In order for ETA to report accurately to Congress, it is essential that all ETA grantees report accurately and timely. During the past two years, ETA has provided detailed training on accrual accounting for formula grantees. ETA is now extending the training opportunity to discretionary grantees.

The training will be conducted by staff from ETA's National Office and Region I. The first segment of this training session will focus on the completion of the SF-269 Financial Status Report and the use of the ETA electronic reporting system. The second portion of the training will focus on accrual accounting and reporting techniques.

3. Target Audience: Grantees are encouraged to participate in this valuable training session. The training session is designed for ETA discretionary grantee staff who are responsible for the tracking, compilation and reporting of costs for ETA grants. Seating is limited to 50 persons. There is no registration fee for this session. Grantees are responsible for their travel costs.

4. Location: The session will be held in Saratoga Springs, NY from April 23 – 25, 2007.

The session will begin with registration, continental breakfast and a brief welcome from 7:30 to 8:30 a.m. The training session will run from 8:30 a.m. to 4:00 p.m. with a morning and afternoon break. The second day agenda will include continental breakfast from 7:30 to 8:30 a.m. and the training session from 8:30 a.m. to 2:00 p.m. with one break. Lunch for both days will be on your own. Details are provided below.

Saratoga Springs, NY

The Saratoga Springs session will be conducted during the period April 23 – 25, 2007 at the Courtyard by Marriott Hotel, 11 Excelsior Avenue, Saratoga Springs, NY 12866. The cutoff date for hotel reservations is March 30, 2007. Please contact the hotel at 800-321-2211 to make your hotel reservations. Rooms are reserved under the group name of U. S. Department of Labor. A group of

single/double occupancy rooms at the Courtyard by Marriott Hotel has been reserved at the government rate of \$99 plus tax.

5. Registration: DTI, Inc. is providing logistical and on-site support for this training session. Each person who will attend the training session should complete the registration form (Attachment 1) and fax it to **Betsy Holran at 703-299-4589**. A confirmation letter with more details regarding the location and ground transportation will be e-mailed to participants one week prior to the training session.

Seating is limited and early registration is strongly encouraged. Available seats will eventually be opened up to all new discretionary grantees nationwide, so please make every effort to register early. Conference registrations are due by April 6, 2007.

6. Inquiries: If you have any questions concerning the logistics for the sessions, please contact Betsy Holran at 703-299-1614. If you have questions concerning the content of the training session, please contact your Federal Project Officer.

Grace A. Kilbane
Regional Administrator

Attachments