



# **Financial Reporting**

## **ETA 9130**

**June 2010**



# Learning Objective

- Federal rules that govern ETA reporting
- DOL's basic reporting requirements and data elements
- The importance of accurate, timely, and complete reporting to DOL ETA



# Who Must Report?

- All recipient of ETA awarded grants
- Must be reported on an accrual basis
- Types of accruals

# Basic Financial Reporting Requirements

- DOL Regulations
- 29 CFR 95.52 for non-profits, institutions of higher education, and hospitals
- 29 CFR 97.41 for state and local governments
- 20 CFR 667.300
- Must be reported on an accrual basis



# On Line Reporting

- All 9130 reports will be submitted using the DOL Grantee Reporting System: [www.etareports.doleta.gov](http://www.etareports.doleta.gov)
- Quarterly reports due NLT than 45 days after the end of the reporting period: Nov 15, Feb 15, May 15, Aug 15
- Final quarterly report due 45 days after grant end or expiration of funds (whichever comes first)
- Closeout report due 90 days after grant expiration date. Grantee will be notified via the on line reporting system once DOL accepts the final quarterly report

# On Line Reporting Pin and password

- Grantee must request two separate password and pin number
- To access the Payment Management System for cash receipts
- To access the ETA on line reporting system



# On Line Reporting Pin and Password

- To establish a PMS account with DOL ETA for the first time, submit a complete SF1199a, Direct Deposit Sign-up
- If a PMS account is already established, provide DOL ETA with the following information:
  - Grant agreement number
  - Grant award amount
  - PMS account number



# On Line Reporting Pin and Password

- Access to the ETA on line reporting system
  - Provide a primary and secondary contact responsible for financial reporting
  - Provide grant agreement number, name and phone number of both contacts, email address for primary contact
  - The primary contact will receive an email with the new password and pin number

# Highlights of the ETA 9130 Report Header Information

(To be used by Grantees previously reporting on the SF-269 - unmodified)

## U.S. DOL ETA FINANCIAL REPORT

(Follow instructions on the back)

|                                                                                                                                 |                          |                                                                                                       |                                                                                            |                                                                |                                                        |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------|
| 1. Federal Agency and Organizational Element to Which Report is Submitted<br><br><b>DOL/ETA</b>                                 |                          | 2. Federal Grant or Other Identifying Number Assigned by DOL<br><br><b>CB159330760A6 / CB15163WP0</b> |                                                                                            |                                                                | OMB Approval<br>No 1205-0461<br><br>Expires 11/30/2012 |
| 3. Recipient Organization (Name and complete address including Zip code)<br><br><b>San Francisco Workforce Investment Board</b> |                          |                                                                                                       |                                                                                            |                                                                |                                                        |
| 4a. DUNS Number<br><br>123456789                                                                                                | 4b. EIN<br><br>123456789 | 5. Recipient Account Number or Identifying Number<br><br>[REDACTED]                                   | 6. Final Report<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 7. Basis of Accounting<br><br><input type="checkbox"/> Accrual |                                                        |
| 8. Project/Grant Period<br>From: (Month, Day, Year)<br>01/01/2007                                                               |                          |                                                                                                       | To: (Month, Day, Year)<br>09/30/2010                                                       | 9. Reporting Period End Date<br>(Month, Day, Year) 03/31/2010  |                                                        |
| 10. Transactions                                                                                                                |                          |                                                                                                       |                                                                                            | Cumulative                                                     |                                                        |

# Highlights of the ETA 9130

## Line 10. Transactions

### Federal Cash:

| 10. Transactions:                       | Previous Period                                                  | This Period | Cumulative |
|-----------------------------------------|------------------------------------------------------------------|-------------|------------|
| <b>Federal Cash:</b>                    | (DOL records reflect quarter end cumulative drawdowns of \$ .00) |             |            |
| a. <u>Cash Receipts</u>                 | 0.00                                                             | 0.00        | 0.00       |
| b. <u>Cash Disbursements</u>            | 0.00                                                             | 0.00        | 0.00       |
| c. <u>Cash on Hand (line a minus b)</u> | 0.00                                                             | 0.00        | 0.00       |

# Highlights of the ETA 9130

Line 10d. – 10i.

**Federal Expenditures and Unobligated Balance**

| Federal Expenditures and Unobligated Balance:            |      |      |            |
|----------------------------------------------------------|------|------|------------|
| d. Total Federal funds authorized                        |      |      | 143,449.00 |
| e. Federal share of expenditures                         | 0.00 | 0.00 | 0.00       |
| f. Total administrative expenditures                     | 0.00 | 0.00 | 0.00       |
| g. Federal share of unliquidated obligations             |      |      | 0.00       |
| h. Total Federal obligations (sum of lines e and g)      |      |      | 0.00       |
| i. Unobligated balance of Federal funds (line d minus h) |      |      | 143,449.00 |

# Highlights of the ETA 9130

## Recipient Share

Line 10j. – 10n.

Recipient Share

| Recipient Share:                                             |      |      |      |
|--------------------------------------------------------------|------|------|------|
| j. Total recipient share required                            | 0.00 | 0.00 | 0.00 |
| k. Recipient share of expenditures                           | 0.00 | 0.00 | 0.00 |
| l. Recipient share of unliquidated obligations               | 0.00 | 0.00 | 0.00 |
| m. Total recipient obligations (sum of lines k and l)        | 0.00 | 0.00 | 0.00 |
| n. Remaining recipient share to be provided (line j minus m) | 0.00 | 0.00 | 0.00 |

# Highlights of the ETA 9130 Program Income

## Line 10o.-10q. Program Income

| Program income:                                                   |      |      |      |
|-------------------------------------------------------------------|------|------|------|
| o. Total Federal program income earned                            | 0.00 | 0.00 | 0.00 |
| p. Program income expended in accordance with the addition method | 0.00 | 0.00 | 0.00 |
| q. Unexpended program income (line o minus line p)                | 0.00 | 0.00 | 0.00 |

# Highlights of the ETA 9130

## Line 11 -13

## Additional Expenditure Data

|                                                                                                                                                                                                                                   |                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>11. Additional Expenditure Data Requirements:</b>                                                                                                                                                                              |                                               |
| a. Other Federal Funds Expended                                                                                                                                                                                                   | 0.00                                          |
| <b>12. Remarks:</b> Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.                                                                       |                                               |
| <b>13. Certification:</b> I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents. |                                               |
| a. Typed or Printed Name and Title                                                                                                                                                                                                | c. Telephone(Area code, number and extension) |
| John Doe                                                                                                                                                                                                                          | 415-123-4567                                  |
|                                                                                                                                                                                                                                   | d. Email address: John.Doe@sfwib.gov          |
| b. Signature of Authorized Certifying Official                                                                                                                                                                                    | e. Date Report Submitted                      |
|                                                                                                                                                                                                                                   |                                               |
| <b>Remarks:</b> Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation (500 characters limit)                                                     |                                               |



# Subrecipient Reporting

- For grantee's who sub-contract
- Subrecipient expenditure data must be included in grantee's 9130 report



# Report Revisions

- Grantee may revise until data “locked”
- Select appropriate FY/PY & reporting quarter
- Explain in Remarks section

Questions?

