

**REVENUES AND PROGRAM INCOME POLICY**

C-110

Purpose.

The Southwest Wisconsin Workforce Development Board (SWWDB) is committed to using grant and organizational income to support and advance its workforce development mission. Many of the income sources are from cost-reimbursement grants that require careful allocation of income to pay for direct program-related expenditures. This policy defines SWWDB revenues sources and establishes how revenues will be applied to the correct funds and grants. This policy also defines Workforce Innovation and Opportunity Act (WIOA) program income and its uses.

Policy.

The SWWDB receives the majority of its revenue from grant-related sources with a majority of those grants being federal funds dispensed through the U.S Department of Labor (DOL) and flowing through the Department of Workforce Development (DWD) or federal funds dispensed through the U.S. Department of Agriculture (USDA) and flowing through the Department of Health Services (DHS). These federal grant funds include but are not limited to WIOA and FoodShare Employment and Training (FSET). SWWDB shall comply with all federal and state regulations that control the use of and accounting of WIOA program income.

In addition to cost reimbursement-type grants administered by DOL via DWD and USDA via DHS, SWWDB may generate program revenue from grants, from other organizations and foundations; fee-for-service contracts; and/or through the direct provision of services to another organization or entity. Revenues from these sources shall be applied to appropriate program-related expenditures.

Program income revenues from non-DOL/DWD grants shall be assigned to the account category where the costs were incurred, and applied to pay for appropriate and direct program related expenditures and to reduce SWWDB administrative expenses. In the event that program income cannot be attributed to a specific grant or contract, the revenue shall be applied to reduce SWWDB administrative expenses.

All revenues and program income will be recognized in the SWWDB General Fund, recorded separately by grant or contract and in the account category where the costs were incurred. Revenues will be used to reduce program-related expenses and administrative costs as appropriate. All revenues and program income will be deposited into SWWDB's general bank account until used. These funds can be transferred in and out of the general bank account as need arises, under direction of the Chief Executive Officer (CEO) and Finance Manager.

The Board directs the CEO to develop and maintain accounting procedures and systems that will collect revenue on a regular basis and properly account for program income and organizational revenues. Accounting procedures shall recognize revenue by specific grant/contract and in a manner that complies with federal and state laws, policies, regulations, and rules as they may change from time to time.

References: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\)—2 CFR 200 \(200.307 Program Income\)](#)

Policy Adopted: June 8, 2005

Policy Revised: September 16, 2015; December 13, 2017