



**Office of the Washington State Auditor**  
**Pat McCarthy**

## **Financial Statements and Federal Single Audit Report**

# **Spokane Area Workforce Development Council**

**Spokane County**

**For the period July 1, 2016 through June 30, 2017**

**Published March 29, 2018**

**Report No. 1021002**





## Office of the Washington State Auditor

**Pat McCarthy**

March 29, 2018

Board of Directors  
Spokane Area Workforce Development Council  
Spokane, Washington

### **Report on Financial Statements and Federal Single Audit**

Please find attached our report on the Spokane Area Workforce Development Council's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the Council's financial condition.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA

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## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

### Spokane Area Workforce Development Council Spokane County July 1, 2016 through June 30, 2017

#### SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of the Spokane Area Workforce Development Council are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### Financial Statements

We issued an unmodified opinion on the fair presentation of the financial statements of the governmental activities and each major fund in accordance with accounting principles generally accepted in the United States of America (GAAP).

##### Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the Council.

#### Federal Awards

##### Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the Council's compliance with requirements applicable to its major federal program.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

### **Identification of Major Federal Programs:**

The following programs were selected as major programs in our audit of compliance in accordance with the Uniform Guidance.

<u>CFDA No.</u>	<u>Program or Cluster Title</u>
17.258	WIOA Cluster – WIOA Adult Program
17.259	WIOA Cluster – WIOA Youth Activities
17.278	WIOA Cluster – WIOA Dislocated Worker Formula Grants

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The Council qualified as a low-risk auditee under the Uniform Guidance.

## **SECTION II – FINANCIAL STATEMENT FINDINGS**

None reported.

## **SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

None reported.

**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**

**Spokane Area Workforce Development Council  
Spokane County  
July 1, 2016 through June 30, 2017**

Board of Directors  
Spokane Area Workforce Development Council  
Spokane, Washington

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 the governmental activities and each major fund of the Spokane Area Workforce Development Council, Spokane County, Washington, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated March 9, 2018.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's 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 Council'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 the Council's financial statements are free from material misstatement, we performed tests of the Council's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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 Council'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 Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy

State Auditor

Olympia, WA

March 9, 2018

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
EACH MAJOR FEDERAL PROGRAM AND REPORT ON  
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE  
WITH THE UNIFORM GUIDANCE**

**Spokane Area Workforce Development Council  
Spokane County  
July 1, 2016 through June 30, 2017**

Board of Directors  
Spokane Area Workforce Development Council  
Spokane, Washington

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL  
PROGRAM**

We have audited the compliance of the Spokane Area Workforce Development Council, Spokane County, Washington, with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the Council's major federal programs for the year ended June 30, 2017. The Council's major federal programs are identified in 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 the Council's 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* 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 the Council's 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. Our audit does not provide a legal determination on the Council's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, the Council 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, 2017.

## **REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

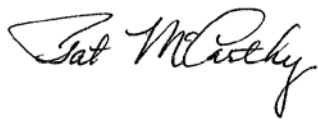
Management of the Council is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Council's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program in order 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 the Council's 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 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.

### **Purpose of this Report**

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. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy  
State Auditor  
Olympia, WA

March 9, 2018

# INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

## **Spokane Area Workforce Development Council Spokane County July 1, 2016 through June 30, 2017**

Board of Directors  
Spokane Area Workforce Development Council  
Spokane, Washington

### **REPORT ON THE FINANCIAL STATEMENTS**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Spokane Area Workforce Development Council, Spokane County, Washington, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed on page 14.

### **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 opinions 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 Council'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 Council'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 opinions.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Spokane Area Workforce Development Council, as of June 30, 2017, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed on page 14 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary and Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis 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* (Uniform Guidance). This schedule is not a required part of the basic 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic 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 basic financial statements taken as a whole.

### **OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 9, 2018 on our consideration of the Council's 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 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 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 the Council's internal control over financial reporting and compliance.



Pat McCarthy

State Auditor

Olympia, WA

March 9, 2018

## **FINANCIAL SECTION**

### **Spokane Area Workforce Development Council Spokane County July 1, 2016 through June 30, 2017**

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Management's Discussion and Analysis – 2017

#### **BASIC FINANCIAL STATEMENTS**

Statement of Net Position – 2017

Statement of Activities – 2017

Balance Sheet – Governmental Fund – 2017

Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental  
Fund – 2017

Reconciliation of the Statement of Revenues, Expenditures and Changes in the Fund  
Balances Governmental Fund to Statement of Activities – 2017

Notes to Financial Statements – 2017

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Budgetary Comparison Schedule – General Fund – 2017

Schedule of Proportionate Share of the Net Pension Liability – PERS – 2017

Schedule of Employer Contributions – PERS 1, 2/3 – 2017

#### **SUPPLEMENTARY AND OTHER INFORMATION**

Schedule of Expenditures of Federal Awards – 2017

Notes to the Schedule of Expenditures of Federal Awards – 2017

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Management's Discussion and Analysis  
Year Ending June 30, 2017

The management of the Spokane Area Workforce Development Council (Council) is pleased to provide the users of the Council's financial statements this narrative overview and analysis of the financial activities of the Council for the fiscal year ended June 30, 2017 (FY17). We encourage users to consider the information presented here in conjunction with additional information that we have furnished in our financial statements and notes to the financial statements.

## **DISCUSSION OF THE BASIC FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Council's basic financial statements. These audited financial statements cover the twelve months ending June 30, 2017. The Council was created by Spokane County and the City of Spokane to provide workforce services starting July 1, 2013. The Council operates on a fiscal year from July 1 to June 30. The most recent prior year's financials are provided for comparison purposes.

The basic financial statements are comprised of the following components:

1. Government-wide Financial Statements
2. Fund Financial Statements
3. Notes to the Financial Statements

### **Government-wide Financial Statements**

Government-wide financial statements are designed to provide readers with a broad overview of the Council's finances in a manner similar to a private-sector business. The statement of net position presents information on all of the Council's assets and liabilities, with the difference between the two reported as net position. This statement serves the purpose similar to that of a balance sheet of a private-sector business. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Council is improving or deteriorating. However, this is just one indicator of financial health of the Council. Other indicators include the level of change in federal, state and local governmental support for the services that the Council provides to its constituents, as well as the general economic conditions in surrounding areas.

The statement of activities presents information showing how the Council's net position changed for the twelve months ended June 30, 2017. It separates program revenue generated by its functions and program: grants, contracts, and miscellaneous sources. All changes in net position are reported as soon as the underlying event gives rise to the change to occur, regardless of the timing of related cash flows. Items such as unpaid invoices and earned but unused vacation are included in the statement as income and expenses even though the cash associated with these items will not be received or distributed until sometime in the future.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Council uses a single fund, the general fund, to ensure and demonstrate compliance with finance-related requirements and to provide management with information for controlling spending activities.

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Management's Discussion and Analysis  
Year Ending June 30, 2017

The Balance Sheet Governmental Funds and the Statement of Revenues, expenditures and Changes in Fund Balance Governmental Funds present a single column of financial data for the general fund. This fund is considered to be a major fund based on criteria established by the Governmental Accounting Standards Board (GASB) Statement No. 34.

Governmental funds are used to account for essentially the same function reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements' use of accrual accounting, governmental fund financial statements focus on near-term inflows and outflows of spendable resources available at the end of the fiscal year. This information is useful in evaluating a government's near-term financing requirements in comparison to near-term resources available.

### **Notes to Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found immediately following the basic financial statements in this report.

### **Budgetary Comparison and Schedule and Related Note**

The Council maintains budgetary controls over its fund. The objective of budgetary controls is to ensure compliance with legal requirements embodied in federal and state laws and the agreement providing for the creation and operation of the Council.

A Budgetary comparison schedule provides the following types of information:

1. The original budget – the first complete legally appropriated budget for the fiscal year.
2. The final budget – the original budget adjusted for all formally adopted changes applicable for the fiscal year.
3. Actual inflows, outflows, and balances.

A note to the budgetary comparison schedule is also provided.

## **CONDENSED COMPARATIVE FINANCIAL DATA**

### **Government-wide Financial Analysis**

#### **Statement of Net Position**

As noted earlier, net position may serve over time as a useful indicator of the Council's financial position. The Council's assets exceeded liabilities by \$135,014 at June 30, 2017 as compared to the prior year when assets exceeded liabilities by \$3,152. This large change is due to contributions made at the end of the fiscal year. The GASB 68 requirement implemented in the prior year that local governments that participate in one or more of the state's cost-sharing multiple employer pension plans must present their proportionate share of the present value of the net pension liability attributed to current and past employees. This liability as calculated by the State of Washington Department of Retirement Systems was \$348,395 to set up the liability in the prior years and an adjustment of \$119,392 to adjust the liability



SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL

Management's Discussion and Analysis

Year Ending June 30, 2017

to the current year Council's share. Without GASB 68 the net position would reflect a balance of \$485,352 which more accurately represents the financial condition of the Council.

In 2013, the Washington State Employment Security Department, as pass-through funding agency of WIA/WIOA grants, approved the Council's use of a funded compensated absences plan. As of June 30, 2017, the general leave liability and net position restricted for compensated absences is approximately \$58,616. Another portion of net position is the investment in capital assets of approximately \$92,053. These assets are not available for future spending. The balance of net position can be used to finance normal Council operations without constraints established by enabling legislation or other legal requirements.

The following table reflects the condensed Government-Wide Statement of Net Position of the Council:

<b>Governmental Activities</b>	<b>Year ended June 30, 2017</b>	<b>Year ended June 30, 2016</b>
<b>Assets:</b>		
Cash & Cash Equivalents	\$ 406,796	\$ 238,260
Receivables	411,346	408,980
Prepaid Expenses	7,774	7,062
Capital Assets (net of depreciation)	92,053	90,996
<b>Total Assets</b>	<b>917,969</b>	<b>745,298</b>
<b>Deferred Outflows of Resources:</b>		
Pension- PERS	129,144	70,785
<b>Total Deferred Outflows of Resources</b>	<b>129,144</b>	<b>70,785</b>
<b>Liabilities:</b>		
Accounts Payable	339,740	318,130
Accrued Wages & Benefits Payable	34,261	29,764
Long Term Liabilities –		
Compensated Absences	58,616	58,158
Net Pension Liability	467,787	348,395
<b>Total Liabilities</b>	<b>900,404</b>	<b>754,447</b>
<b>Deferred Inflows of Resources:</b>		
Pension- PERS	11,695	58,484
<b>Total Deferred Inflows of Resources</b>	<b>11,695</b>	<b>58,484</b>
<b>Net Position:</b>		
Net investment in Capital Assets	92,053	90,996
Unrestricted	42,961	(87,844)
<b>Total Net Position</b>	<b>\$135,014</b>	<b>\$ 3,152</b>

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Management's Discussion and Analysis  
Year Ending June 30, 2017

**Statement of Activities**

The following table summarizes the Council's overall operating results for the years ended June 30, 2017 and 2016:

	<b>Year Ending June 30, 2017</b>	<b>Year Ending June 30, 2016</b>
<b>Governmental Activities:</b>		
Operating Grants and Contributions	\$4,691,356	\$4,387,036
Capital Grants & Contributions	-0-	-0-
Program Expenses	4,559,663	4,286,902
<b>Changes in Governmental Activities</b>	<u>131,693</u>	<u>100,134</u>
<b>General Revenues:</b>		
Unrestricted Investment Earnings	<u>169</u>	<u>182</u>
<b>Total General Revenues</b>	169	182
<b>Change in Net Position</b>	131,862	100,316
<b>Net Position – Beginning</b>	<u>3,152</u>	<u>(97,164)</u>
<b>Net Position- Ending</b>	<u>\$135,014</u>	<u>\$3,152</u>

**CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY**

The Council's capitalized assets consist of software, leasehold improvements equal to the Council's share of the buildout for the Worksource Spokane services center downsize and redesign and the youth center Next Generation Zone expansion. The capital asset schedule can be found in the Notes to the Financial Statements. The organization does not have any debt, plans to take on debt, nor commitments for capital expenditures. The Council will be reviewing their future capital asset needs in conjunction with the updating of their Strategic and Operations Plans.

**OVERALL ANALYSIS OF FINANCIAL POSITION AND RESULTS OF OPERATIONS**

As the preceding analysis indicates, this was the fourth full year of operations from July 1, 2016 to June 30, 2017. The ending net position of \$135,014 is comprised of net investment in capital assets of \$92,053 and net restricted assets of 42,961.

**FUND ANALYSIS**

As noted earlier, the Council uses fund accounting to ensure and demonstrate compliance with finance-related requirements. The Council has only one fund: the general fund, a governmental fund.

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Management's Discussion and Analysis  
Year Ending June 30, 2017

The following represents general fund revenues for the years ending June 30, 2017 and 2016:

	Year Ending June 30, 2017	Year Ending June 30, 2016
Intergovernmental Revenues	\$4,407,052	\$4,190,724
Contributions and Donations	284,304	145,028
Interest Earnings	169	182
<b>Total Revenues</b>	<b>\$4,691,525</b>	<b>\$4,335,934</b>

The following represents general fund expenditures for the years ended June 30, 2017 and 2016:

	Year Ending June 30, 2017	Year Ending June 30, 2016
Salaries and Wages	\$473,474	\$436,307
Personnel Benefits	189,338	170,198
Capital Outlays	15,813	6,851
Supplies	179,811	78,573
Services	2,846,571	2,663,796
Intergovernmental Services	841,723	942,437
<b>Total Expenditures</b>	<b>\$4,546,730</b>	<b>\$4,298,162</b>

## BUDGET VARIANCES IN THE GENERAL FUND

The original budget reflects the preliminary budget adopted prior to the start of the fiscal year. The final budget is the original budget adjusted by all changes applicable for the fiscal year.

Both the revenue and expenditures came in under budget. The revenue variance is directly related to the under-expenditure of cost-reimbursement grants. Under-expenditures mainly occurred on the subcontract and participant side. This is partially due to FY17 under-expenditures, and partially due to anticipating a shift of spending forward into FY18.

## OTHER POTENTIALLY SIGNIFICANT MATTERS

### Workforce Investment Act Reauthorization

The Council currently operates primarily under the authorization of Title 1 of the Workforce Innovation and Opportunity Act of 2014.

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Management's Discussion and Analysis  
Year Ending June 30, 2017

services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the American Job Center system is job-driven—responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the Act took effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The U.S. Department of Labor (DOL) issued final regulations on June 30, 2016 and has continued to issue further guidance on the timeframes for implementation of these changes and regulations reflecting the changes in WIOA.

The Council has and will continue to direct significant resources and staff time into ensuring that this organization is compliant with the new regulations, as well as, the overall intent of the act.

A large component of the new WIOA act is the submittal and approval of a Local Integrated Workforce Plan to the State Governor's Office which was completed this fiscal year. Below is an excerpt from the introduction of the approved plan. The complete plan can be found at the following link:

[http://www.wtb.wa.gov/Documents/SpokaneWDCWIOALocalIntegratedWorkforcePlanfor2016-2020\\_Final.pdf](http://www.wtb.wa.gov/Documents/SpokaneWDCWIOALocalIntegratedWorkforcePlanfor2016-2020_Final.pdf)

## **Local Integrated Workforce Plan 2016-2020**

### **Introduction**

The nation's workforce development system plays a fundamental role in our country's economic well-being by working at the federal, state, and local levels to ensure our workforce has the skills needed to fuel business growth and foster economic security for our citizens. As a local workforce development board, the Spokane Area Workforce Development Council (SAWDC) engages leadership across our community to identify current gaps in our labor market, project where jobs will be headed in the future, and connect workers with the skills acquisition they need to be self-sufficient.

Modern labor markets are dynamic and influenced by global trends and new technologies. Business needs often change quickly, requiring a nimble workforce system capable of anticipating and responding so that our customers are positioned for success. The SAWDC welcomed the passage of the Workforce Innovation and Opportunity Act of 2014 (WIOA) as an opportunity to further catalyze our efforts to create meaningful partnerships with business, labor, government, education, and nonprofits to improve service delivery and build an infrastructure – the “*skills super highway for the 21<sup>st</sup> century*” as referred to by U.S. Secretary of Labor, Thomas Perez – that leads our workers and our businesses to increasing prosperity and long-term stability. WIOA and the Spokane Area Workforce Development Council's local integrated workforce plan will provide the framework for our region to continue driving the transformation of our workforce system over the course of the next four years and support our region's economic development.

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Management's Discussion and Analysis  
Year Ending June 30, 2017

**Funding Factors**

The Council ended the Fiscal Year (July 1, 2016 – June 30, 2017) earning less revenue than budgeted for WIOA Formula programs. These funds are carried forward and are available to use in the next fiscal year. Discretionary grants are added throughout the year and help supplement WIOA formula funds. The Council continues to increase the percentage non WIOA funding through grant writing and community outreach activities. The Council has been successful in being awarded consecutive non WIOA grants based on its reputation for meeting and exceeding program performance requirements.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Council's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Chief Executive Officer, Spokane Area Workforce Development Council, 2000 N. Greene Street, Spokane, WA 99217.

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**

**Statement of Net Position**

**June 30, 2017**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and Cash Equivalents	406,796
Receivables	411,346
Prepaid Expenses	7,774
Capital Assets (net of accumulated depreciation)	<u>92,053</u>
<b>TOTAL ASSETS</b>	<u><u>917,969</u></u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension -PERS	<u>129,144</u>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<u><u>129,144</u></u>
<b>LIABILITIES</b>	
Accounts Payable	339,740
Accrued Wages and Benefits Payable	34,261
Compensated Absences	58,616
Net Pension Liability	<u>467,787</u>
<b>TOTAL LIABILITIES</b>	<u><u>900,404</u></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension- PERS	<u>11,695</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u><u>11,695</u></u>
<b>NET POSITION</b>	
Investment in Capital Assets	92,053
Unrestricted	<u>42,961</u>
<b>TOTAL NET POSITION</b>	<u><u>135,014</u></u>

The notes to the financial statements are an integral part of this financial statement.

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**  
**Statement of Activities**  
**Year Ending June 30, 2017**

Functions/Programs	Expenses	Program Revenues		Changes in Net Position
		Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities				
Employment Opportunity	\$ 4,559,663	\$ 4,691,356	\$ -	\$ 131,693
Total Governmental Activities	\$ 4,559,663	\$ 4,691,356	\$ -	\$ 131,693
General Revenues				
Unrestricted Interest Income				169
Total General Revenues				169
Change in Net Position				131,862
Net Position - Beginning of Year				3,152
Net Position - End of Year				\$ 135,014

The notes to the financial statements are an integral part of this financial statement.

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**

**Balance Sheet**

**Governmental Fund**

**For the Year Ending June 30, 2017**

	GENERAL FUND
	#001
ASSETS	
Cash and Cash Equivalents	\$ 406,796
Receivables	411,346
TOTAL ASSETS	<u>818,142</u>
LIABILITIES	
Accounts Payable	339,740
Accrued Wages and Benefits Payable	34,261
TOTAL LIABILITIES	<u>374,001</u>
FUND BALANCE	
Restricted-Compensated Absences	58,616
Unassigned	385,525
TOTAL FUND BALANCE	<u>444,141</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 818,142</u>

*Amounts reported for governmental activities in the statement of net position are different because:*

FUND BALANCE - GOVERNMENTAL FUND	\$ 444,141
Prepaid accounts used in governmental activities are not financial resources and therefore are not reported in the fund.	7,774
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund.	92,053
Deferred pension outflows are not financial resources in the current period and are therefore not reported in the fund.	129,144
Compensated absence liabilities are not due and payable in the current period and therefore are not reported in the fund.	(58,616)
Net pension liabilities are not due and payable in the current period and therefore are not reported in the fund.	(467,787)
Deferred pension inflows are not financial commitments in the current period and are therefore not reported in the fund.	(11,695)
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 135,014</u>

The notes to the financial statements are an integral part of this financial statement.



**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Fund**  
**For the Year Ending June 30, 2017**

	GENERAL FUND #001
REVENUES	
Intergovernmental Revenues	\$ 4,407,052
Contributions and Donations	284,304
Interest earnings	169
TOTAL REVENUES	<u>4,691,525</u>
EXPENDITURES	
Current:	
Employment Opportunity	
Salaries & Wages	473,474
Personnel Benefits	189,338
Capital Outlays	15,813
Supplies	179,811
Services	2,846,571
Intergovernmental Services	841,723
TOTAL EXPENDITURES	<u>4,546,730</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>144,795</u>
NET CHANGE IN FUND BALANCE	144,795
FUND BALANCE - BEGINNING	<u>299,346</u>
FUND BALANCE - ENDING	<u>\$ 444,141</u>

The notes to the financial statements are an integral part of this financial statement.

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes**  
**in the Fund Balances Governmental Fund to Statement of Activities**  
**For the Year Ending June 30, 2017**

NET CHANGES IN FUND BALANCE - GENERAL FUND	\$ 144,795
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Amounts reported for governmental activities in the statement of activities are different because:

Net pension expense amounts used in governmental activities are not financial resources and therefore are not reported in the fund.	(\$14,244)
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Prepaid accounts used in governmental activities are not financial resources and therefore are not reported in the funds.	\$711
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Compensated absences used in governmental activities are not financial resources and therefore not reported in the funds.	(\$458)
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Net Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	\$1,058
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CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 131,862</u>
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The notes to the financial statements are an integral part of this financial statement.

## **Note 1 - Summary of Significant Accounting Policies**

The financial statements of the Spokane Area Workforce Development Council (Council) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described below.

### **A. Reporting Entity**

The Council began operations as a stand-alone entity on July 1, 2013.

On June 21, 2013, in accordance with the Workforce Investment Act (WIA) of 1998, P.L. 105-220, U.S.C. section 2801 et. Seq., the Spokane County (County) and the City of Spokane (City) entered into an interlocal agreement, forming the Spokane Area Consortium (Consortium) to oversee workforce activities and authorizing the establishment of the Spokane Area Workforce Development Council (Council). In accordance with RCW 39.34.030(3)(b), the Council was incorporated as a Washington non-profit corporation. The Internal Revenue Service issued a determination of tax exempt status to the Council under section 501(c)(3) of the Internal Revenue Code and a further determination of Public Charity Status under section 170(b)(1)(A)(vi) of the Internal Revenue Code.

In accordance with Section 117(d)(3)(B) of the Workforce Investment Act (WIA), the subsequent reauthorization in the Workforce Innovation and Opportunity Act (WIOA) section 107(d)(12)(B) and the Interlocal Cooperation Act of 1967 (RCW 39.34), the Council was designated as the local grant recipient and local fiscal agent.

The Council is operated by a twenty-nine-member board of directors (Board). The City and County, acting through the Consortium appoint one representative each, which may include an alternate, to sit on the board of directors, and appoint the remaining members of the board of directors pursuant to nomination and appointment processes established under the WIOA and in accordance with Council bylaws. The Consortium approves or rejects the Board's recommendation for employment or termination of the Council's Chief Executive Officer.

### **B. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Council.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Our policy is to allocate indirect costs to a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements or a particular function or segment. Other items not properly included among program revenues are reported instead as general revenues.

Separate fund financial statements are provided for the general fund, a governmental fund.

### **C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar

items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Interest associated with the current period is considered to be susceptible to accrual and has been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Council.

The Council reports one major governmental fund:

The general (or current expense) fund is the Council's operating fund. It accounts for all financial resources of the general government.

Amounts reported as program revenues include 1) charges to customers, and 2) operating grants and contributions. Internally dedicated resources are reported as general revenues rather than program revenues.

#### D. Budgetary Information

##### 1. Scope of Budget

Annual appropriated budgets are adopted for the general fund on the modified accrual basis of accounting. Appropriations for the general fund lapse at year-end.

The budget is adopted at the fund level in the general (current expense) fund, and the budget constitutes the legal authority for expenditures at that level.

Grant and contract revenues are carried forward from year to year until fully expended or the purpose of the appropriation has been accomplished or abandoned.

##### 2. Amending the Budget

The Chief Executive Officer is authorized to transfer budgeted amounts between object classes; however, any revisions that substantially alter the total expenditures of the general fund, or the compensation of the CEO must be approved by the Board.

When the Council's Board determines that it is in the best interest of the Council to increase or decrease the appropriation for the general fund, the Board shall provide the Consortium with a copy of the proposed budget amendment for comment. The Board approves budget amendment resolutions with a simple majority during public meetings.

### 3. Excess of Expenditures over Appropriations

Expenditures did not exceed appropriations in the general fund.

### 4. Budgetary Comparison Schedule

A budgetary comparison schedule is included in the Required Supplementary section of the financial statements. The Schedule contains the original and final budget information. The original budget is the first complete budget. The final budget is the original budget adjusted by all changes applicable for the fiscal year.

## E. Assets, Liabilities, Fund Balance, Net Position

### 1. Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and demand deposits.

The Council may place demand deposits only with banks and savings and loan institutions approved as qualified depositories by the Washington State Public Deposit Protection Commission (WSPDPC). Qualified public depositories are limited to banks operating within Washington State, which have executed a Deposit Pledge Agreement with the WSPDPC. Under Washington State statute, members of the WSPDPC, a multiple financial institution collateral pool, may be assessed on a prorated basis if the pool's collateral is insufficient to cover a loss.

It is the Council's policy to invest all temporary cash surpluses. At June 30, 2017, the Council was holding \$168,605 in short-term residual investments of surplus cash on deposit with Umpqua bank. This amount is classified on the balance sheet as cash and cash equivalents.

The amounts reported as cash and cash equivalents also include compensating absences maintained with certain banks in lieu of payments for services rendered in the amount of \$58,616.

### 2. Receivables

Receivables consist of amounts owed from government agencies, and private organizations for goods and services, including amounts owed for which billings had not been prepared, as of June 30, 2017.

### 3. Capital Assets See Note 4

Capital assets, which consist of intangible assets (e.g. software) and leasehold improvements, are reported in the applicable governmental column in the government-wide financial statements. Capital assets are defined by the Council as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Costs for additions or improvements to capital assets are capitalized when they increase the effectiveness or efficiency of the asset and have a cost of \$15,000 or more.

The costs for normal maintenance and repairs are not capitalized.

Property, plant, and equipment of the primary government, as well as the component units, is depreciated using the straight-line method, over the following estimated useful lives:

Assets	Months
Software	60
Leasehold Improvements Woksource	118/100
Leasehold Improvements NGZ	63

#### 4. Compensated Absences

The liability for compensated absences consists of absences for which employees will be paid. For the Council, this consists of vacation leave. All vacation pay is accrued when earned in the government-wide financial statements.

Employees accrue vacation leave by reason of tenure based upon a prescribed formula which allows an employee to accumulate up to 45 days of accrued leave. Payments are payable upon separation from service. Council policy provides employees with paid sick leave. However, accrued sick leave is not payable upon separation from service and therefore no accruals are made for sick leave.

The Washington State Employment Security Department, as a pass-through funding agency of the WIA and WIOA grants, instructed Council to begin a funded compensated absences plan at inception of the new entity.

#### 5. Unearned Revenue

When the Council receives funding from private non-federal sources with the likely event of funds recapture if expectations are not met, those advance funds are recorded as unearned revenues.

#### 6. Net Pension Liability

Pensions – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of all state sponsored pension plans and additions to/deductions from those plans' fiduciary net position have been determined on the same basis as they are reported by the Washington State Department of Retirement Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### 7. Other Accrued Liabilities

These accounts consist of accrued wages and employee benefits.

#### 8. Fund Balance Classifications

The following fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which the resources can be used:

- Non-spendable fund balance: amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.

- Restricted fund balance: amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through contractual requirements, constitutional provisions, or by enabling legislation.
- Committed fund balance: amounts constrained to specific purposes by the government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action, by passing a resolution, to remove or change the constraint.
- Assigned fund balance: amounts a government intends to use for a specific purpose. Intent can be expressed by the governing board or by an official to whom the governing body delegates the authority.
- Unassigned fund balance: amounts that are available for any purpose; positive amounts are reported only in the general fund.

## 9. Fund Balance Details

The government considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Committed and assigned amounts are considered to have been spent when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

### **Note 2 – Reconciliation of Government-wide and Fund Financial Statements**

Government-wide financial statements are prepared using the economic resources measurements focus and full accrual accounting; fund financial statements are prepared using the flow of resources measurements focus and modified accrual method of accounting. The different measurement focuses and methods of accounting result in certain differences between government-wide and fund financial statements. The differences are summarized and included as part of the governmental fund financial statements.

#### A. Governmental Fund Balance Sheet

The governmental fund balance sheet includes a reconciliation of differences between total governmental fund balances and Net Position of governmental activities reported in the government-wide Statement of Net Position. The schedule presents detailed explanations for the major elements of the reconciliation including certain entity-wide assets, liabilities and Net Position not included in the governmental fund balance sheet.

#### B. Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances

The governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliation between net changes in fund balances – total governmental funds and changes in Net Position of governmental activities as recorded in the government-wide statement of activities

### **Note 3 – Deposits and Investments**

The Council's deposits are entirely covered by federal depository insurance (FDIC) or federal savings and loan insurance (FSLIC).

#### **Note 4 – Capital Assets**

Capital assets activity for the year ended June 30, 2017 was as follows:

<b>Governmental Activities</b>	<b>Beginning Balance 7/1/2016</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance 6/30/2017</b>
Capital assets, being depreciated:				
Intangible assets	\$9,359	\$0	\$0	\$9,359
Leasehold Improvements	\$102,056	\$15,813	\$0	\$117,869
Total capital assets, being depreciated	\$111,415	\$15,813	\$0	\$127,228
Less accumulated depreciation for:				
Intangible assets	\$5,616	\$1,872	\$0	\$7,487
Leasehold Improvements	\$14,803	\$12,885	\$0	\$27,688
Total accumulated depreciation	\$20,419	\$14,756	\$0	\$35,175
<b>Governmental activities capital assets, net</b>	<b>\$90,996</b>	<b>\$1,057</b>	<b>\$0</b>	<b>\$92,053</b>

Depreciation expense was charged to programs as follows:

<b>Governmental Activities:</b>	
Economic Environment	\$14,756
Total Depreciation – Governmental Activities	\$14,756

#### **Note 5 – Pension Plans**

The following table represents the aggregate pension amounts for all plans subject to the requirements of GASB 68 for the year 2016-17:

<b>Aggregate Pension Amounts – All Plans</b>	
Pension liabilities	\$ 467,787
Pension assets	\$ -0-
Deferred outflows of resources	\$ 129,144
Deferred inflows of resources	\$ 11,695
Pension expense/expenditures	\$ 66,092

#### **State Sponsored Pension Plans**

Substantially all Council full-time and qualifying part-time employees participate in one of the following statewide retirement systems administered by the Washington State Department of Retirement Systems, under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The state Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.



The Department of Retirement Systems (DRS), a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
Communications Unit  
P.O. Box 48380  
Olympia, WA 98540-8380

Or the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

### **Public Employees' Retirement System (PERS)**

PERS members include elected officials; state employees; employees of the Supreme, Appeals and Superior Courts; employees of the legislature; employees of district and municipal courts; employees of local governments; and higher education employees not participating in higher education retirement programs. PERS is comprised of three separate pension plans for membership purposes. PERS plans 1 and 2 are defined benefit plans, and PERS plan 3 is a defined benefit plan with a defined contribution component.

**PERS Plan 1** provides retirement, disability and death benefits. Retirement benefits are determined as two percent of the member's average final compensation (AFC) times the member's years of service. The AFC is the average of the member's 24 highest consecutive service months. Members are eligible for retirement from active status at any age with at least 30 years of service, at age 55 with at least 25 years of service, or at age 60 with at least five years of service. Members retiring from active status prior to the age of 65 may receive actuarially reduced benefits. Retirement benefits are actuarially reduced to reflect the choice of a survivor benefit. Other benefits include duty and non-duty disability payments, an optional cost-of-living adjustment (COLA), and a one-time duty-related death benefit, if found eligible by the Department of Labor and Industries. PERS 1 members were vested after the completion of five years of eligible service. The plan was closed to new entrants on September 30, 1977.

*Contributions* - The **PERS Plan 1** member contribution rate is established by State statute at 6 percent. The employer contribution rate is developed by the Office of the State Actuary and includes an administrative expense component that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 1 employer contribution rates. The PERS Plan 1 required contribution rates (expressed as a percentage of covered payroll) for 2016-17 were as follows:

<b>PERS Plan 1</b>		
<b>Actual Contribution Rates:</b>	<b>Employer</b>	<b>Employee*</b>
July 2015 through June 2016	11.18%	6.00%
July 2016 through June 2017	11.18%	6.00%

\* For employees participating in JBM, the contribution rate was 12.26%

The Council's actual contributions to the plan were \$26,303 for the fiscal year ended June 30, 2017.

**PERS Plan 2/3** provides retirement, disability and death benefits. Retirement benefits are determined as two percent of the member's average final compensation (AFC) times the member's years of service for

Plan 2 and 1 percent of AFC for Plan 3. The AFC is the average of the member's 60 highest-paid consecutive service months. There is no cap on years of service credit. Members are eligible for retirement with a full benefit at 65 with at least five years of service credit. Retirement before age 65 is considered an early retirement. PERS Plan 2/3 members who have at least 20 years of service credit and are 55 years of age or older, are eligible for early retirement with a benefit that is reduced by a factor that varies according to age for each year before age 65. PERS Plan 2/3 members who have 30 or more years of service credit and are at least 55 years old can retire under one of two provisions:

- With a benefit that is reduced by three percent for each year before age 65; or
- With a benefit that has a smaller (or no) reduction (depending on age) that imposes stricter return-to-work rules.

PERS Plan 2/3 members hired on or after May 1, 2013 have the option to retire early by accepting a reduction of five percent for each year of retirement before age 65. This option is available only to those who are age 55 or older and have at least 30 years of service credit. PERS Plan 2/3 retirement benefits are also actuarially reduced to reflect the choice of a survivor benefit. Other PERS Plan 2/3 benefits include duty and non-duty disability payments, a cost-of-living allowance (based on the CPI), capped at three percent annually and a one-time duty related death benefit, if found eligible by the Department of Labor and Industries. PERS 2 members are vested after completing five years of eligible service. Plan 3 members are vested in the defined benefit portion of their plan after ten years of service; or after five years of service if 12 months of that service are earned after age 44.

**PERS Plan 3** defined contribution benefits are totally dependent on employee contributions and investment earnings on those contributions. PERS Plan 3 members choose their contribution rate upon joining membership and have a chance to change rates upon changing employers. As established by statute, Plan 3 required defined contribution rates are set at a minimum of 5 percent and escalate to 15 percent with a choice of six options. Employers do not contribute to the defined contribution benefits. PERS Plan 3 members are immediately vested in the defined contribution portion of their plan.

*Contributions* - The **PERS Plan 2/3** employer and employee contribution rates are developed by the Office of the State Actuary to fully fund Plan 2 and the defined benefit portion of Plan 3. The Plan 2/3 employer rates include a component to address the PERS Plan 1 UAAL and an administrative expense that is currently set at 0.18 percent. Each biennium, the state Pension Funding Council adopts Plan 2 employer and employee contribution rates and Plan 3 contribution rates. The PERS Plan 2/3 required contribution rates (expressed as a percentage of covered payroll) for 2016-17 were as follows:

<b>PERS Plan 2/3</b>		
<b>Actual Contribution Rates:</b>	<b>Employer 2/3</b>	<b>Employee 2*</b>
July 2015 through June 2016	11.18%	6.12%
July 2016 through June 2017	11.18%	6.12%
Employee PERS Plan 3		varies

\* For employees participating in JBM, the contribution rate was 15.30%

The Council's actual contributions to the plan were \$34,355 for the fiscal year ended June 30, 2017.

### **Actuarial Assumptions**

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2016 with a valuation date of June 30, 2015. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) *2007-2012 Experience Study*.

Additional assumptions for subsequent events and law changes are current as of the 2015 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2016. Plan liabilities were rolled forward from June 30, 2015, to June 20, 2016, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

- **Inflation:** 3% total economic inflation; 3.75% salary inflation
- **Salary increases:** In addition to the base 3.75% salary inflation assumption, salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.5%

Mortality rates were based on the RP-2000 report's Combined Healthy Table and Combined Disabled Table, published by the Society of Actuaries. OSA applied offsets to the base table and recognized future improvements in mortality by projecting the mortality rates using 100% Scale BB. Mortality rates are applied on a generational basis; meaning, each member is assumed to receive additional mortality improvements in each future year throughout his or her lifetime.

There were minor changes in methods and assumptions since the last valuation.

- For all systems, except LEOFF Plan 2, the assumed valuation interest rate was lowered from 7.8% to 7.7%. Assumed administrative factors were updated.
- Valuation software was corrected on how the nonduty disability benefits for LEOFF Plan 2 active members is calculated.
- New LEOFF Plan 2 benefit definitions were added within the OSA valuation software to model legislation signed into law during the 2015 legislative session.

## **Discount Rate**

The discount rate used to measure the total pension liability for all DRS plans was 7.5%.

To determine that rate, an asset sufficiency test included an assumed 7.7% long-term discount rate to determine funding liabilities for calculating future contribution rate requirements. (All plans use 7.7% except LEOFF 2, which has assumed 7.5%). Consistent with the long-term expected rate of return, a 7.5% future investment rate of return on invested assets was assumed for the test. Contributions from plan members and employers are assumed to continue being made at contractually required rates (including PERS 2/3, PSERS 2, SERS 2/3, and TRS 2/3 employers, whose rates include a component for the PERS 1, and TRS 1 plan liabilities). Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return of 7.5% was used to determine the total liability.

## **Long-Term Expected Rate of Return**

The long-term expected rate of return on DRS pension plan investments of 7.5% was determined using a building-block-method. The *Washington State Investment Board (WSIB)* used a best estimate of expected future rates of return (expected returns, net of pension plan investment expense, including inflation) to develop each major asset class. Those expected returns make up one component of WSIB's capital market assumptions. WSIB uses the capital market assumptions and their target asset allocation to simulate future investment returns at various future times. The long-term expected rate of return of 7.5% approximately equals the median of the simulated investment returns over a 50-year time horizon.

## Estimated Rates of Return by Asset Class

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2016, are summarized in the table below. The inflation component used to create the table is 2.2% and represents WSIB's most recent long-term estimate of broad economic inflation.

Asset Class	Target Allocation	% Long-term Expected Real Rate of Return Arithmetic
Fixed Income	20%	1.70 %
Tangible Assets	5%	4.40%
Real Estate	15%	5.80%
Global Equity	37%	6.60%
Private Equity	23%	9.60%
	<b>100%</b>	

## Sensitivity of NPL

The table below presents the Council's proportionate share\* of the net pension liability calculated using the discount rate of 7.5%, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage point higher (8.5%) than the current rate.

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
PERS 1	\$ 256,395	\$ 212,617	\$ 174,944
PERS 2/3	\$ 469,813	\$ 255,170	\$ (132,831)
SERS 2/3	\$ -0-	\$ -0-	\$ -0-
PSERS 2	\$ -0-	\$ -0-	\$ -0-
LEOFF 1	\$ -0-	\$ -0-	\$ -0-
LEOFF 2	\$ -0-	\$ -0-	\$ -0-
	\$ -0-	\$ -0-	\$ -0-

## Pension Plan Fiduciary Net Position

Detailed information about the State's pension plans' fiduciary net position is available in the separately issued DRS financial report.

## Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.

At June 30, 2017, the Council reported a total pension liability of \$467,787 for its proportionate share of the net pension liabilities as follows:

	Liability (or Asset)
PERS 1	\$ 212,617
PERS 2/3	\$ 255,170

At June 30, the Council's proportionate share of the collective net pension liabilities was as:

	Proportionate Share 6/30/15	Proportionate Share 6/30/16	Change in Proportion
PERS 1	% .003538	% .003959	% .000421
PERS 2/3	% .004571	% .005068	% .000497

Employer contribution transmittals received and processed by DRS for the fiscal year ended June 30 are used as the basis for determining each employer's proportionate share of the collective pension amounts reported by DRS in the *Schedules of Employer and Nonemployer Allocations* for all plans except LEOFF 1.

LEOFF Plan 1 allocation percentages are based on the total historical employer contributions to LEOFF 1 from 1971 through 2000 and the retirement benefit payments in fiscal year 2014. Historical data was obtained from a 2011 study by the Office of the State Actuary (OSA). In fiscal year 2014, the state of Washington contributed 87.12 percent of LEOFF 1 employer contributions and all other employers contributed the remaining 12.88 percent of employer contributions. LEOFF 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. The allocation method the plan chose reflects the projected long-term contribution effort based on historical data.

In fiscal year 2016, the state of Washington contributed 39.46 percent of LEOFF 2 employer contributions pursuant to RCW 41.26.725 and all other employers contributed the remaining 60.54 percent of employer contributions.

The collective net pension liability (asset) was measured as of June 30, 2016, and the actuarial valuation date on which the total pension liability (asset) is based was as of June 30, 2015, with update procedures used to roll forward the total pension liability to the measurement date.

## Pension Expense

For the fiscal year ended June 30, 2017, the Council recognized pension expense as follows:

	Pension Expense
PERS 1	\$ 30,979
PERS 2/3	\$ 35,313
SERS 2/3	\$ -0-
PSERS 2	\$ -0-
LEOFF 1	\$ -0-
LEOFF 2	\$ -0-
TOTAL	\$ 66,092

## Deferred Outflows of Resources and Deferred Inflows of Resources

At June 30, 2017, the Council reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PERS 1	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -0-	\$ -0-
Net difference between projected and actual investment earnings on pension plan investments	\$ 5,353	\$ -0-
Changes of assumptions	\$ -0-	\$ -0-
Changes in proportion and differences between contributions and proportionate share of contributions	\$ -0-	\$ -0-
Contributions subsequent to the measurement date	\$ 26,303	\$ -0-
<b>TOTAL</b>	<b>\$ 31,656</b>	<b>\$ -0-</b>

PERS 2/3	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 13,588	\$ 8,424
Net difference between projected and actual investment earnings on pension plan investments	\$ 31,225	\$ -0-
Changes of assumptions	\$ 2,637	\$ -0-
Changes in proportion and differences between contributions and proportionate share of contributions	\$ 15,683	\$ 3,271
Contributions subsequent to the measurement date	\$ 34,355	\$ -0-
<b>TOTAL</b>	<b>\$ 97,488</b>	<b>\$ 11,695</b>

Deferred outflows of resources related to pensions resulting from the Council's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2017. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	PERS 1
2018	\$ (1,318)
2019	\$ (1,318)
2020	\$ 4,916
2021	\$ 3,073
2022	\$ -0-
Thereafter	\$ -0-

Year ended June 30:	PERS 2
2018	\$ 3,590
2019	\$ 3,590
2020	\$28,479
2021	\$15,779
2022	\$ -0-
Thereafter	\$ -0-

#### **Note 6 – Risk Management**

The Council has obtained insurance through Philadelphia and The Hartford insurance companies. The insurance policies cover the Council for equipment (at replacement cost), general liability, employee dishonesty, travel/accident liability, directors and officers liability, and fiduciary liability.

The Council enforces several human resource policies designed to limit exposure to litigation in employment practices. The Worker's Compensation fund covers on-the-job injuries to employees.

#### **Note 7 – Leases**

The Council leases an office building and other equipment under non-cancelable operating leases. The total cost for such leases was \$125,893 for the year ended June 30, 2017. The future minimum lease payments for these leases are as follows:

Year ending June 30	Amount
2017-2018	\$ 129,263
2018-2019	130,278
2019-2020	131,758
2020-2021	57,106
2021-Beyond	-0-
Total	\$ 448,406

The Council sub-leases out a portion of its office building under a non-cancelable operating lease. Total income for this lease was \$63,869 for the year ended June 30, 2017. All income is reported as a reduction to lease expense. The future minimum lease income for this lease is as follows:

<b>Year ending June 30</b>	<b>Amount</b>
2017-2018	\$ 55,652
2018-2019	46,312
2019-2020	19,299
2020-2021	-0-
2021-Beyond	-0-
Total	\$ 121,263

#### **Note 8 – Changes in Long-Term Liabilities**

During the year ended June 30, 2017, the following changes occurred in long-term liabilities:

	<b>Beginning Balance 7/1/2016</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance 6/30/2017</b>	<b>Due Within One Year</b>
<b>Governmental Activities:</b>					
Compensated absences	\$ 58,158	\$ 458	\$ -0-	\$ 58,616	\$ 58,616
Unearned Revenue	-0-	-0-	-0-	-0-	-0-
Net Pension Liability	348,395	119,392	-0-	467,787	-0-
Governmental activity long-term liabilities:	<u>\$ 406,553</u>	<u>\$ 119,850</u>	<u>\$ -0-</u>	<u>\$ 526,403</u>	<u>\$ 58,616</u>

For the governmental activities, compensated absences are liquidated by the general fund.

#### **Note 9 – Contingencies and Litigations**

The Council has recorded in its financial statements all material liabilities and there are no contingent liabilities to record.

The Council participates in a number of federal and state assisted programs. These grants are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. The Council's management believes that such disallowances, if any, will be immaterial.

#### **Note 10- Related Party Transactions**

The Council's Board of Directors and staff members have professional and personal associations throughout the community. Where a direct or indirect conflict of interest exists as a result of these associations, the board or staff member is required to abstain from any discussion and voting concerning



the matter. Board and staff members must publically disclose all such associations for inclusion in the meeting minutes. Staff and board members adhere to internal administrative policies regarding the code of ethics and conflicts of interest. During FY17, the Council did not enter into any related-party transactions.

**Note 11- Accounting and Reporting Changes**

Effective June 15, 2014, the Council, in accordance with Governmental Accounting Standards Board Statement 68, Accounting and Financial Reporting for Pensions, recognizes pension liabilities, deferred outflows and inflows of resources for its defined benefit pensions. The fund balance break-out into these categories is shown in the Statement of Net Position. Pension expense adjustments are reflected in the Statement of Activities.

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule - General Fund**  
**Year Ended June 30, 2017**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Over/(Under)</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
REVENUES				
Intergovernmental Revenues	4,819,259	5,291,628	4,407,052	(884,576)
Contributions and Donations	63,055	304,257	284,304	(19,953)
Interest Earnings	-	-	169	169
TOTAL REVENUES	4,882,314	5,595,885	4,691,525	(904,360)
EXPENDITURES				
Salaries & Wages	531,473	520,131	473,474	(46,657)
Personnel Benefits	226,419	217,908	189,338	(28,570)
Capital Outlays	94,500	108,500	15,813	(92,687)
Supplies	118,900	176,153	179,811	3,658
Services	3,911,022	4,573,193	3,688,294	(884,899)
TOTAL EXPENDITURES	4,882,314	5,595,885	4,546,730	(1,049,155)
NET CHANGE IN FUND BALANCE	-	-	144,795	144,795
FUND BALANCE, BEGINNING OF YEAR	299,346	299,346	299,346	-
FUND BALANCE, END OF YEAR	299,346	299,346	444,141	144,795

Note to Required Supplementary Information

Note 1 Basis of Accounting:

The budgetary comparison schedule is prepared using the modified accrual basis of accounting.

# REQUIRED SUPPLEMENTARY INFORMATION

## Spokane Area Workforce Development Council Schedule of Proportionate Share of the Net Pension Liability

PERS  
As of June 30, 2017  
Last 10 Fiscal Years

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
PERS 1 Employer's proportion of the net pension liability (asset)	%	0.003667%	0.003538%	0.003959%						
PERS 1 Employer's proportionate share of the net pension liability	\$	184,727	185,070	212,617						
PERS 2/3 Employer's proportion of the net pension liability (asset)	%	0.004721%	0.004571%	0.005068%						
PERS 2/3 Employer's proportionate share of the net pension liability	\$	95,428	163,325	255,170						
TOTAL	\$	280,155	348,395	467,787						
Employer's covered employee payroll	\$	406,946	483,270	551,439						
Employer's proportionate share of the net pension liability as a percentage of covered employee payroll	%	68.84%	72.09%	84.83%						
PERS 1 Plan fiduciary net position as a percentage of the total pension liability	%	61.19%	59.10%	59.10%						
PERS 2/3 Plan fiduciary net position as a percentage of the total pension liability	%	93.29%	89.20%	89.20%						

### Notes to Schedule:

Beginning in fiscal year 2015, under GASB No. 68, local governments that participate in one or more of the state's cost-sharing, multiple employer pensions Plans (PERS, SERS, PSERS, TRS, and LEOFF) must present as RSI:

- Schedule of Proportionate Share of the Net Pension Liability

# REQUIRED SUPPLEMENTARY INFORMATION

## Spokane Area Workforce Development Council Schedule of Employer Contributions

PERS 1, 2/ 3

As of June 30, 2017

Last 10 Fiscal Years

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Contractually required contributions (Includes Admin Fee)	\$ 37,480	54,030	61,651							
Contributions in relation to the contractually required contributions (Includes Admin Fee)	\$ (37,480)	(54,030)	(61,651)							
Contribution deficiency (excess)	\$ 0	0	0							
Covered Employer Payroll	\$ 406,946	483,270	551,439							
Contributions as a percentage of covered employee payroll	% 9.21%	11.18%	11.18%							

### Notes to Schedule:

Beginning in fiscal year 2015, under GASB No. 68, local governments that participate in one or more of the state's cost-sharing, multiple employer pensions Plans (PERS, SERS, PSERS, TRS, and LEOFF) must present as RSI:

- Schedule of Employer Contributions

**Spokane Area Workforce Development Council  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2017**

Federal Agency (Pass-Through Agency)	Federal Program	Expenditures					Passed through to Subrecipients	Note
		CFDA Number	Other Award Number	From Pass- Through Awards	From Direct Awards	Total		
Food And Nutrition Service, Department Of Agriculture (via Washington State Department of Social & Health Services)	Pilot Projects to Reduce Dependency and Increase Work Requirements and Work Effort under SNAP	10.596	1512-53760	8,116	-	8,116	6,239	2,3,4
Food And Nutrition Service, Department Of Agriculture (via Washington State Department of Social & Health Services)	Pilot Projects to Reduce Dependency and Increase Work Requirements and Work Effort under SNAP	10.596	1612-76028	81,477	-	81,477	72,926	2,3,4
		<b>Total CFDA 10.596:</b>		<b>89,593</b>	-	<b>89,593</b>	79,165	
Office Of Economic Adjustment, Department Of Defense (via Washington State Employment Security)	Economic Adjustment Assistance for State Governments	12.617	K4499	33,079	-	33,079	10,766	2,3,4
<b>CDBG - Entitlement Grants Cluster</b>								
Office Of Community Planning And Development, Department Of Housing And Urban Development (via City of Spokane)	Community Development Block Grants/Entitlement Grants	14.218	2016-1015	10,000	-	10,000	-	3
		<b>Total CDBG - Entitlement Grants Cluster:</b>		<b>10,000</b>	-	<b>10,000</b>	-	
<b>WIA/WIOA Cluster</b>								
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-1106	341,897	-	341,897	341,897	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7106	141,232	-	141,232	141,232	2,3,4

*The accompanying notes are an integral part of this schedule.*

**Spokane Area Workforce Development Council  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2017**

Federal Agency (Pass-Through Agency)	Expenditures					Passed through to Subrecipients	Note
	Federal Program	CFDA Number	Other Award Number	From Pass- Through Awards	From Direct Awards	Total	
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-1107	487,751	-	487,751	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7305	1,439	-	1,439	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-1306	97,757	-	97,757	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7306	6,306	-	6,306	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7625-04	21,160	-	21,160	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7626-11	3,404	-	3,404	2,3
<b>Total CFDA 17.258:</b>				<b>1,100,946</b>	<b>-</b>	<b>1,100,946</b>	
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7005	366,877	-	366,877	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7006	802,678	-	802,678	2,3,4

*The accompanying notes are an integral part of this schedule.*

**Spokane Area Workforce Development Council  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2017**

Federal Agency (Pass-Through Agency)	Federal Program	Expenditures					Passed through to Subrecipients	Note
		CFDA Number	Other Award Number	From Pass- Through Awards	From Direct Awards	Total		
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7305	19,295	-	19,295	15,742	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7306	55,359	-	55,359	-	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7625-04	22,571	-	22,571	20,644	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7626-11	3,404	-	3,404	-	2,3
		<b>Total CFDA 17.259:</b>		<b>1,270,184</b>	<b>-</b>	<b>1,270,184</b>	<b>923,560</b>	
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-1206	593,414	-	593,414	593,414	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7206	159,133	-	159,133	159,133	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-1207	352,969	-	352,969	178,155	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7305	3,818	-	3,818	3,114	2,3,4

*The accompanying notes are an integral part of this schedule.*

**Spokane Area Workforce Development Council  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2017**

Federal Agency (Pass-Through Agency)	Federal Program	Expenditures					Passed through to Subrecipients	Note
		CFDA Number	Other Award Number	From Pass- Through Awards	From Direct Awards	Total		
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-1306	113,990	-	113,990	-	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7306	7,104	-	7,104	-	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7494-02	(463)	-	(463)	-	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7625-04	26,802	-	26,802	24,516	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7626-11	3,405	-	3,405	-	2,3
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7506-11	17,977	-	17,977	13,557	2,3,4
		<b>Total CFDA 17.278:</b>		<b>1,278,149</b>	-	<b>1,278,149</b>	971,889	
		<b>Total WIA/WIOA Cluster:</b>		<b>3,649,279</b>	-	<b>3,649,279</b>	2,771,700	
Employment Training Administration, Department Of Labor (via Washington Department of Labor and Industries)	H-1B Job Training Grants	17.268	K3514	45,115	-	45,115	40,044	2,3,4

*The accompanying notes are an integral part of this schedule.*



**Spokane Area Workforce Development Council**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended June 30, 2017**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	6112-7564-02	1,550	-	1,550	1,550	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	6112-7564-04	59,295	-	59,295	15,430	2,3,4
Employment Training Administration, Department Of Labor (via Washington State Employment Security)	WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	6112-7575-02	319,106	-	319,106	261,093	2,3,4
<b>Total CFDA 17.277:</b>				<b>379,951</b>	<b>-</b>	<b>379,951</b>	<b>278,073</b>	
Office Of Special Education And Rehabilitative Services, Department Of Education (via Washington State Department of Social & Health Services)	Rehabilitation Services_Vocational Rehabilitation Grants to States	84.126	1612-64561	32,331	-	32,331	25,482	2,3,4
<b>Total Federal Awards Expended:</b>				<b>4,239,348</b>	<b>-</b>	<b>4,239,348</b>	<b>3,205,230</b>	

*The accompanying notes are an integral part of this schedule.*

**Spokane Area Workforce Development Council**  
**Notes to the Schedule of Expenditures of Federal Awards**  
**Year Ended June 30, 2017**

**NOTE 1 – BASIS OF ACCOUNTING**

The Schedule of Expenditures of Federal Awards is prepared on the same basis of accounting as the Council's government-wide financial statements, which are prepared on the accrual basis, in accordance with Generally Accepted Accounting Principles (GAAP).

**NOTE 2 – PROGRAM INCOME**

The Council uses the additive method to report program income. This method requires the grantee to use the gross amount of program income earned as an offset against the expenditures before requesting additional grant funding.

**NOTE 3 – INDIRECT COSTS**

The Council allocates indirect costs pro-rata to programs each month based on a negotiated indirect rate as a subrecipient of the federal award pass-through agency. This rate is based on direct labor hours incurred by programs during the month. During the year ended June 30, 2017, \$238,704 was allocated to Federal grant programs based on 13,977 total direct labor hours. The Council has not elected to use the 10 percent de minimis indirect cost rate allowed under Uniform Guidance.

**NOTE 4 – AMOUNTS AWARDED TO SUBRECIPIENTS**

Included in the total amounts expended for federal programs were the following amounts that were passed through to subrecipients which administered their own projects:

CFDA #	Program	Amount
17.258	WIOA Adult Program	\$876,251
17.278	WIOA Dislocated Worker Formula Grants	\$971,889
17.259	WIOA Youth Activities	\$923,560
17.277	WIOA National Emergency Grants	\$278,073
17.268	H-1B Job Training	\$40,044
10.596	Supplemental Nutrition Assistance Program (SNAP)	\$79,165
12.617	Development Council Commerce DOD Defense Industry Adjustment Assessment and Forecasting	\$10,766
84.126	Vocational Rehabilitation	\$25,482
	TOTAL	\$3,205,230

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	<a href="mailto:PublicRecords@sao.wa.gov">PublicRecords@sao.wa.gov</a>
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
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