



Office of the Washington State Auditor  
Pat McCarthy

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

# **Spokane Area Workforce Development Council**

**For the period July 1, 2020 through June 30, 2021**

*Published September 22, 2022*

Report No. 1031025



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

September 22, 2022

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,

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

Pat McCarthy, State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

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## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

### Spokane Area Workforce Development Council July 1, 2020 through June 30, 2021

#### 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 basic 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 each of its major federal programs.

We reported 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>
14.218	CDBG – Entitlement Grants Cluster – COVID-19 – Community Development Block Grants/Entitlement Grants
17.277	COVID-19 – WIOA National Dislocated Worker Grants/WIA National Emergency Grants
21.019	COVID-19 – Coronavirus Relief Fund

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

See Finding 2021-001.

## SCHEDULE OF FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

### Spokane Area Workforce Development Council July 1, 2020 through June 30, 2021

#### **2021-001    The Council charged the Coronavirus Relief Fund for indirect costs that were unallowable.**

<b>CFDA Number and Title:</b>	COVID-19 – 20.019 Coronavirus Relief Fund
<b>Federal Grantor Name:</b>	U.S. Department of the Treasury
<b>Federal Award/Contract Number:</b>	N/A
<b>Pass-through Entity Name:</b>	City of Spokane
<b>Pass-through Award/Contract Number:</b>	OPR 2020-0664; OPR 2020-0759
<b>Questioned Cost Amount:</b>	\$34,383

#### ***Background***

The purpose of the Coronavirus Relief Fund (CRF) program is to provide payments to state, territorial, tribal and certain eligible local governments to cover necessary expenditures incurred because of the COVID-19 pandemic.

The Council used program funds to cover costs it incurred for administering the federal award. The Council also passed through funds to subrecipients to provide rental assistance to people financially affected by COVID-19. During fiscal year 2021, the Council spent \$1,355,528 in CRF program funds under three awards from two pass-through agencies.

In August 2020, the City of Spokane received funding from the Washington State Department of Commerce (Commerce) and awarded CRF agreement numbers OPR 2020-0664 and OPR 2020-0759 to the Council. The agreement terms allowed the Council to charge an indirect cost rate to the awards. However, the U.S. Department of the Treasury (Treasury) updated its guidance for the CRF program on September 2, 2020. This guidance stated that CRF payments are not administered as part of a traditional grant program and the provisions of Uniform Guidance applicable to indirect costs do not apply. As a result, recipients may not apply their indirect cost rates to payments received from the CRF as of September 2, 2020. Commerce subsequently updated its guidance, which required

recipients to correct any reimbursement requests that included indirect costs that they submitted after this date.

### *Description of Condition*

The Council's internal controls were adequate for ensuring it materially complied with the program's allowable activities and allowable costs requirements. However, based on the award agreement terms, the Council charged \$5,133 of indirect costs to the program for its own expenditures after September 2, 2020. Additionally, the Council established four subrecipient agreements that allowed subrecipients to claim reimbursement from the Council for expenditures and related indirect costs. The Council reimbursed these subrecipients \$29,250 for indirect costs that were charged to the program after September 2, 2020.

This issue was not reported as a finding in the prior audit.

### *Cause of Condition*

With the effects of the COVID-19 pandemic, it was urgent for the Council to establish subrecipient agreements with its community partners and disburse program funds to them so they could assist residents.

The Council's pass-through agency did not provide them with the updated Treasury and Commerce guidance regarding indirect costs. Additionally, Council employees did not monitor federal program guidance for any updates.

### *Effect of Condition and Questioned Costs*

The Council charged \$34,383 in indirect costs to the program, which were unallowable as of September 2, 2020. Further, the Council did not correct the amounts it claimed for reimbursement, which Commerce's updated guidance required. Therefore, we are questioning these costs.

Federal regulations require us to report known questioned costs that are greater than \$25,000 for each type of compliance requirement.

### *Recommendation*

We recommend the Council monitor federal program guidance for any updates and ensure it only charges allowable costs to federal programs. We also recommend the Council correct its reimbursement requests for unallowable costs.

## ***Council's Response***

*The Spokane Area Workforce Development Council (dba Spokane Workforce Council, SWC) entered into two contracts with the City of Spokane to deliver emergency COVID-19 rental assistance to adult and youth residents of the City of Spokane who were in dire need of help during the onset of the global pandemic. The funds were awarded to the City of Spokane as part of the Corona Virus Relief Fund or CARES Act. The SWC was uniquely qualified to handle the distribution of a portion of these funds as they have an existing model in place to deliver support services to the community. The SWC put together a plan and was able to distribute much needed rental assistance to City residents with a very short turn around.*

*The contracts drawn up by the City allowed for an indirect cost rate and the SWC charged indirect costs to the grants, along with their approved subrecipients, in accordance with the contract terms. Both of these contracts were issued in early August of 2020. The federal awarding agency the Department of the Treasury, issued additional guidance on September 2, 2020 revising its original guidance allowing indirect costs. At this time the contracts with the City were already in place allowing SWC and their subrecipients to charge indirect. The revised guidance that disallowed indirect costs published by the Department of Treasury was overlooked by the City of Spokane and no guidance or revisions to the CARES Act grants between the City of Spokane and SWC were issued. While the SWC does not dispute the letter of the law finding issued by the State Auditor's office we believe we acted in good faith according to the terms of the contract issued by the City and provided much needed aid to the community in a timely fashion. If the City had been aware of the new guidance disallowing indirect costs and removed that from the SWC's contracts the SWC would have been forced to back out of the contracts as the federal guidance 2CFR which governs Federal Grants and Contracts does not allow the SWC or its subrecipients to charge other federal grants for indirect costs not allowed by a particular grant. As the SWC's main source of funding is grant driven it would have placed an undue burden on the SWC to cover the disallowed indirect costs and as a non-profit the SWC would not have been fulfilling its fiduciary duty to the board had it been aware and used unrestricted funds to cover the disallowed indirect costs.*

*Going forward the SWC will subscribe directly to all federal agency guidance updates and not rely on the funder to pass on any updates. The SWC had not received Department of Treasury funding in the past and hence had not subscribed. The SWC has been in contact with the City of Spokane regarding the possible pay back of the disallowed indirect costs and the City has communicated that they have reclassified these costs to a different fund source and will not be seeking reimbursement from the SWC.*



### ***Auditor's Remarks***

We appreciate the Council's commitment to resolve this finding and thank the Council for its cooperation and professionalism during the audit. We will review the corrective action taken during our next audit.

### ***Applicable Laws and Regulations***

The American Institute of Certified Public Accountants defines questioned costs in its *Codification of Statements on Auditing Standards*, section 935, Compliance Audits, paragraph 11.

Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), section 516, Audit findings, establishes reporting requirements for audit findings.

Title 42 U.S. Code of Federal Regulations (CFR) Part 801, Coronavirus relief fund, establishes allowable costs of the program.

U.S. Department of the Treasury Guidance updated September 2, 2020, at <https://deptofcommerce.app.box.com/s/terngbhemx07941d2llyetl7db3ak7wvn> states in part:

#### ***Supplemental Guidance on Use of Funds to Cover Administrative Costs General***

Payments from the Fund are not administered as part of a traditional grant program and the provisions of the Uniform Guidance, 2 C.F.R. Part 200, that are applicable to indirect costs do not apply. Recipients may not apply their indirect costs rates to payments received from the Fund. Recipients may, if they meet the conditions specified in the guidance for tracking time consistently across a department, use payments from the Fund to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency. (In other words, such costs would be eligible direct costs of the recipient). This includes, but is not limited to, costs related to disbursing payments from the Fund and managing new grant programs established using payments from the Fund. As with any other costs to be covered using payments from the Fund, any such administrative costs must be incurred by December 30, 2020, with an exception for certain compliance costs as discussed below. Furthermore, as discussed in the Guidance above, as with any other cost, an administrative cost that has been or will be reimbursed under any federal program may not be covered with the Fund. For example, if an administrative cost is already being covered as a direct or indirect cost pursuant to another federal grant, the Fund may not be used to cover that cost.

## INDEPENDENT AUDITOR'S REPORT

### 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 July 1, 2020 through June 30, 2021**

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, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated August 12, 2022.

As discussed in Note 12 to the 2021 financial statements, the full extent of the COVID-19 pandemic's direct or indirect financial impact on the Council is unknown. Management's plans in response to this matter are also described in Note 12.

### 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.

A handwritten signature in black ink, appearing to read "Pat McCarthy". The signature is fluid and cursive, with the first name "Pat" and last name "McCarthy" clearly distinguishable.

Pat McCarthy, State Auditor

Olympia, WA

August 12, 2022

## INDEPENDENT AUDITOR'S REPORT

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 July 1, 2020 through June 30, 2021**

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, 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, 2021. 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, 2021.

### **Other Matters**

The results of our auditing procedures disclosed an instance of noncompliance with those requirements, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying Schedule of Federal Award Findings and Questioned Costs as Finding 2021-001. Our opinion on each major federal program is not modified with respect to these matters.

### **Council's Response to Findings**

The Council's response to the noncompliance findings identified in our audit is described in the accompanying Schedule of Federal Award Findings and Questioned Costs. The Council's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

## **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, reading "Pat McCarthy". The signature is fluid and cursive, with the first name "Pat" and last name "McCarthy" clearly legible.

Pat McCarthy, State Auditor

Olympia, WA

August 12, 2022

# INDEPENDENT AUDITOR'S REPORT

## Report on the Financial Statements

### **Spokane Area Workforce Development Council July 1, 2020 through June 30, 2021**

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, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed on page 18.

### **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.

## **Opinions**

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, 2021, 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.

## **Matters of Emphasis**

As discussed in Note 12 to the 2021 financial statements, the full extent of the COVID-19 pandemic's direct or indirect financial impact on the Council is unknown. Management's plans in response to this matter are also described in Note 12. Our opinion is not modified with respect to this matter.

## **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 18 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 as a whole. 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 August 12, 2022 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

August 12, 2022

## **FINANCIAL SECTION**

### **Spokane Area Workforce Development Council July 1, 2020 through June 30, 2021**

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Management's Discussion and Analysis – 2021

#### **BASIC FINANCIAL STATEMENTS**

Statement of Net Position – 2021

Statement of Activities – 2021

Balance Sheet – Governmental Fund – 2021

Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental  
Fund – 2021

Reconciliation of the Statement of Revenues, Expenditures and Changes in the Fund  
Balances Governmental Fund to Statement of Activities – 2021

Notes to the Financial Statements – 2021

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Budgetary Comparison Schedule – General Fund – 2021

Schedule of Proportionate Share of the Net Pension Liability – PERS 1, PERS 2/3 – 2021

Schedule of Employer Contributions – PERS 1, PERS 2/3 – 2021

Schedule of Changes in Total OPEB Liability and Related Ratios – 2021

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

Schedule of Expenditures of Federal Awards – 2021

Notes to the Schedule of Expenditures of Federal Awards – 2021

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Management's Discussion and Analysis  
For the Year Ended June 30, 2021

The management of the Spokane Area Workforce Development Council, dba Spokane Workforce Council (SWC) is pleased to provide the users of the SWC's financial statements this narrative overview and analysis of the financial activities of the SWC for the fiscal year ended June 30, 2021 (FY21). 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 SWC's basic financial statements. These audited financial statements cover the twelve months ending June 30, 2021. The SWC was created by Spokane County and the City of Spokane to provide workforce services starting July 1, 2013. The SWC 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 SWC's finances in a manner similar to a private-sector business. The statement of net position presents information on all of the SWC's assets/deferred outflows and liabilities/deferred inflows, 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 SWC is improving or deteriorating. However, this is just one indicator of financial health of the SWC. Other indicators include the level of change in federal, state and local governmental support for the services that the SWC provides to its constituents, as well as the general economic conditions in surrounding areas.

The statement of activities presents information showing how the SWC's net position changed for the twelve months ended June 30, 2021. It separates program revenue generated by its functions and program: grants, contracts, contributions 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 SWC 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  
For the Year Ended June 30, 2021

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 SWC 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 SWC.

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 SWC's financial position. The SWC's assets exceeded liabilities by \$264,494 at June 30, 2021. The SWC obtains its employee medical, dental, life and long-term disability through the Public Employees' Benefits Board (PEBB). Upon retirement employees have the option to purchase continued benefits through PEBB. As PEBB is able to negotiate a reduced market price for these services, the savings represents a postemployment benefit to the current and retired employees. GASB 75 requires that the measurable dollar value equated with these benefits be reported as a liability on the SWC's Statement of Net Position. Please see Note 6 in the Notes

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to Financial Statements for a more detailed explanation of the calculation. As of June 30, 2021 the SWC reported a liability for OPEB in the amount of \$235,684 which is a decrease of \$33,976 from the prior year.

The SWC has implemented the GASB 68 requirement 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 (PERS) was \$226,974 as of June 30, 2021 which is a decrease from the prior year of \$2,637. Deferred Outflows of \$136,001 defined as a consumption of net assets by the SWC that are applicable to a future reporting period and Deferred Inflows of \$68,233 defined as an acquisition of net assets by the SWC that are applicable to a future reporting period are reported as a result of the SWC's participation in the PERS retirement program. Without GASB 68 or GASB 75 the net position of the SWC would reflect a balance of \$727,152 which more accurately represents the financial condition of the SWC.

In 2013, the Washington State Employment Security Department, as pass-through funding agency of WIOA grants, approved the SWC's use of a funded compensated absences plan. As of June 30, 2021, the general leave liability is approximately \$90,795 of which \$22,207 is estimated to be paid out in the next year. Another portion of net position is the investment in capital assets of approximately \$42,661. These assets are not available for future spending. The balance of net position can be used to finance normal SWC 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 SWC:

<b>Governmental Activities</b>	<b>Year ended June 30, 2021</b>	<b>Year ended June 30, 2020</b>
<b>Assets:</b>		
Current and Other Assets	\$1,599,014	\$ 1,387,384
<b>Total Assets</b>	<u>1,599,014</u>	<u>1,387,384</u>
<b>Deferred Outflows of Resources:</b>		
Pension- PERS	136,001	124,450
<b>Total Deferred Outflows of Resources</b>	<u>136,001</u>	<u>124,450</u>
<b>Liabilities:</b>		
Current and Other Liabilities	1,334,520	1,158,947
<b>Total Liabilities</b>	<u>1,334,520</u>	<u>1,158,947</u>
<b>Deferred Inflows of Resources:</b>		
Pension- PERS	68,233	131,608
<b>Total Deferred Inflows of Resources</b>	<u>68,233</u>	<u>131,608</u>

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**Net Position:**

Net investment in Capital Assets	42,661	55,869
Unrestricted	289,601	165,410
<b>Total Net Position</b>	<b>\$332,262</b>	<b>\$221,279</b>

**Statement of Activities**

The following table summarizes the SWC's overall operating results for the years ended June 30, 2021 and 2020:

	<b>Year Ending June 30, 2021</b>	<b>Year Ending June 30, 2020</b>
<b>Revenues:</b>		
Operating and Non-Operating	\$9,932,244	\$6,521,892
<b>Total Revenues</b>	9,932,244	6,521,892
<b>Expenses:</b>		
Program Expenses	9,821,261	6,144,486
<b>Total Expenses</b>	9,821,261	6,144,486
 <b>Change in Net Position</b>	 110,983	 377,406
 <b>Net Position – Beginning</b>	 221,279	 (156,127)
 <b>Net Position- Ending</b>	 \$332,262	 \$221,279

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

The SWC's capitalized assets consist of software, equipment and leasehold improvements equal to the SWC'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 SWC will be reviewing their future capital asset needs in conjunction with the updating of their Strategic and Operations Plans.

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## OVERALL ANALYSIS OF FINANCIAL POSITION AND RESULTS OF OPERATIONS

As the preceding analysis indicates, this was the eighth full year of operations from July 1, 2020 to June 30, 2021. The ending net position of \$332,262 is comprised of net investment in capital assets of \$42,661 and unrestricted assets of \$289,601.

## FUND ANALYSIS

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

The following represents general fund revenues for the years ending June 30, 2021 and 2020:

	Year Ending June 30, 2021	Year Ending June 30, 2020
Intergovernmental Revenues	\$9,754,591	\$5,964,116
Contributions and Donations	76,632	315,963
Contracted Services	100,970	241,677
Interest Earnings	51	137
<b>Total Revenues</b>	<u>\$9,932,244</u>	<u>\$6,521,893</u>

Intergovernmental revenue realized an increase from the prior year of \$3,790,475 that can be attributed to additional funding from Workforce Innovation and Opportunity Act (WIOA) grants, as well as, \$2,663,348 in funds received from City and Spokane County to aid those local residents in need of housing and other supportive services due to the COVID 19 pandemic. Contributions and Donations were down \$239,331 due to a reduction in private grant donations. Contract services were also down \$140,707 as a result of the conclusion of SWC acting as the fiscal agent for a private grant.

The following represents general fund expenditures for the years ended June 30, 2021 and 2020:

	Year Ending June 30, 2021	Year Ending June 30, 2020
Salaries and Wages	\$752,521	\$666,331
Personnel Benefits	342,550	303,724
Capital Outlays	-0-	-0-
Supplies	283,056	243,992
Services	8,523,607	4,922,834
<b>Total Expenditures</b>	<u>\$9,901,734</u>	<u>\$6,136,881</u>

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Salaries and benefits increased \$125,016 with the addition of a two team member for the year and current employee evaluation adjustments. Services reflected an increase of \$3,600,773 as a result of the increased WIOA and COVID 19 funding referenced in the Revenue section of the fund analysis.

### **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 FY21 under-expenditures due to COVID-19 pandemic and the adjustment to online services, and partially due to anticipating a shift of spending forward into FY21.

### **OTHER POTENTIALLY SIGNIFICANT MATTERS**

#### **Workforce Investment Act Reauthorization**

The SWC 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 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 SWC 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 WIOA act is the submittal and approval of a Local Integrated Workforce Plan to the State Governor's Office which is required every five years. Below is a link to the full plan and an excerpt from the introduction of the plan approved by the SWC Board and submitted to the State Governor's office awaiting approval at this time.



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<https://spokaneworkforce.org/workforce-resources/plans-mous/>

## **Local Integrated Workforce Plan 2020-2024**

### **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 Workforce Council (SWC) 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 the accelerating impact of 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 SWC welcomed the passage of the Workforce Innovation and Opportunity Act of 2014 (WIOA) as an opportunity to catalyze our efforts to create meaningful partnerships with business, labor, government, education, and nonprofits to improve service delivery and build an infrastructure that leads our workers and our businesses to increasing prosperity and long-term stability. We have been working over the past four years to realize the vision of WIOA by further integrating partners, programs, and funding sources across our local workforce system with the goal of achieving better outcomes and greater community impact. The Spokane Workforce 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.

### **Funding Factors**

The SWC ended the Fiscal Year (July 1, 2020 – June 30, 2021) with 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 SWC continues to increase the percentage of non WIOA funding through grant writing and community outreach activities. The SWC has been successful in being awarded consecutive non WIOA grants based on its reputation for meeting and exceeding program performance requirements.

### **COVID-19 Pandemic Response**

The SWC funds and directs the WorkSource System in Spokane, including WorkSource Spokane, the Resource Center of Spokane County, the Next Generation Zone and the Talent Solutions Center, which collectively are known as the Spokane WorkSource Campus. Due to the social distancing measures necessary to slow the spread of the COVID-19 outbreak in our community, the SWC had closed the campus to customers for much of the year. However, the SWC and campus staff have been working to maintain service delivery for those in need in our community and have opened again for in person services.

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Our region is facing extraordinary challenges due to the effects of the ongoing coronavirus outbreak. Efforts to keep people safe and slow the spread of the virus have resulted in record numbers of workers being laid off and many businesses temporarily closing, shutting down, or shifting to remote work. The Spokane Workforce Council is working with our community partners to help people and businesses navigate the many services and resources available at this time and access the support needed to successfully weather this crisis.

As businesses and workers throughout our region are impacted by the economic disruption caused by the coronavirus, we are helping to meet their immediate needs and provide a connection to local, state, and federal resources. Our workforce system staff are using technology to provide assistance with finding a job or attending a training program, answering questions about applying for unemployment insurance benefits and where to find community resources, and getting essential businesses access to workers so they can keep their doors open. The biggest challenge employers face currently is staffing. As restrictions have been lifted employees have not returned as expected for a number of reasons. The SWC is working with employers to help provide them with information as to how they can recruit and retain employees in this new landscape.

In response to the pandemic the SWC has applied for and received over \$1.6 million in federal rapid response funds through the Washington Employment Security Department to be deployed in the local area to mitigate the effects of the pandemic. The SWC has also received nearly \$3 million in both local and federal funds through the City of Spokane and Spokane County to provide funding to local residents for rental assistance. These funds are being deployed rapidly and more housing assistance funds are expected to be received and deployed by the SWC in the community as we head into the New Year.

### **Awards and Recognition**

Spokane, WA – The Spokane Workforce SWC (SWC) was presented with the *2020 WIOA Trailblazer Award* by the National Association of Workforce Boards (NAWB). The *WIOA Trailblazer Award* recognizes a local workforce development board that has been a leader in adopting the system changes envisioned in the Workforce Innovation and Opportunity Act of 2014 (WIOA) and expanding its ability to develop comprehensive workforce solutions for its community. NAWB represents approximately 550 Workforce Development Boards nationwide and recognizes only one local SWC for achieving excellence in the workforce development industry each year.

The award was presented to Nadine Woodward, Mayor, City of Spokane, and Dan Evans, SWC Board Chair, at The Forum 2020, NAWB's annual conference delivered virtually for the first time. The Forum is the premier event for leaders in workforce development to gather and gain insights into the current state of our nation's workforce system and consider the goals and policy framework affecting the future of human capital development.

The passage of WIOA provided the workforce system with the opportunity to make changes to significantly improve its ability to meet the needs of residents and employers through partnerships with government agencies, business and industry, economic development, training and education, and community-based organizations. The SWC board and system partners embraced the opportunities in the new law, and in 2016 began a three-year re-design process of WorkSource Spokane, using the concepts of human-centered design and integrated service delivery. The newly designed center provides equitable access to services for all

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members of the community and enabled our area to implement virtual services quickly during the COVID-19 crisis. Spokane's unique service delivery model has caught the attention of many Workforce Development Boards around the country. Leaders from various regions have requested guidance from the SWC in implementing integrated service delivery in their areas.

"Our staff, service providers, and community partners have truly been Trailblazers in developing innovative approaches to meeting our business and job seeking customers' needs," said SWC CEO Mark Mattke. "As a result, we are better positioned to meet the challenges posed by COVID and help our community recover from this crisis."

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the SWC's finances operations for all those with an interest. 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 SWC, 140 S. Arthur Street, Suite 300, Spokane, WA 99202.

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**

**Statement of Net Position**

**June 30, 2021**

	Governmental Activities
ASSETS	
Cash and Cash Equivalents	257,731
Receivables	1,245,642
Prepaid Expenses	52,980
Capital Assets (net of accumulated depreciation)	42,661
TOTAL ASSETS	<u>1,599,014</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension -PERS	136,001
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>136,001</u>
CURRENT LIABILITIES	
Accounts Payable	720,847
Accrued Wages and Benefits Payable	82,427
TOTAL CURRENT LIABILITIES	<u>803,274</u>
LONG TERM LIABILITIES	
Compensated Absences	68,588
OPEB Liability	235,684
Net Pension Liability	226,974
TOTAL LONG TERM LIABILITES	<u>531,246</u>
TOTAL LIABILITIES	<u>1,334,520</u>
DEFERRED INFLOWS OF RESOURCES	
Pension- PERS	68,233
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>68,233</u>
NET POSITION	
Investment in Capital Assets	42,661
Unrestricted	289,601
TOTAL NET POSITION	<u>332,262</u>

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

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**  
**Statement of Activities**  
**For the Year Ended June 30, 2021**

Functions/Programs	Program Revenues			Changes in Net Position
	Expenses	Operating Grants, Contributions & Services	Capital Grants and Contributions	
Governmental Activities				
Employment Opportunity	\$ 9,821,261	\$ 9,932,193	\$ -	\$ 110,932
Total Governmental Activities	\$ 9,821,261	\$ 9,932,193	\$ -	\$ 110,932
General Revenues				
Unrestricted Interest Income				51
Total General Revenues				51
Change in Net Position				110,983
Net Position - Beginning of Year				221,279
Net Position - End of Year				\$ 332,262

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

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**

**Balance Sheet  
Governmental Fund  
As of June 30, 2021**

	GENERAL FUND #001
ASSETS	
Cash and Cash Equivalents	\$ 257,731
Receivables	1,245,642
Prepayments	41,108
TOTAL ASSETS	<u>1,544,481</u>
LIABILITIES	
Accounts Payable	720,847
Accrued Wages and Benefits Payable	60,219
TOTAL LIABILITIES	<u>781,066</u>
FUND BALANCE	
Restricted-Compensated Absences	90,795
Unassigned	672,620
TOTAL FUND BALANCE	<u>763,415</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 1,544,481</u></u>

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

FUND BALANCE - GOVERNMENTAL FUND	\$ 763,415
Prepaid accounts used in governmental activities are not financial resources and therefore are not reported in the fund.	11,872
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund.	42,660
Deferred pension outflows are not financial resources in the current period and are therefore not reported in the fund.	136,001
Compensated absence liabilities are not due and payable in the current period and therefore are not reported in the fund.	(90,795)
Net OPEB liabilities are not due and payable in the current period and therefore are not reported in the fund.	(235,684)
Net pension liabilities are not due and payable in the current period and therefore are not reported in the fund.	(226,974)
Deferred pension inflows are not financial commitments in the current period and are therefore not reported in the fund.	(68,233)
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 332,262</u></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 Ended June 30, 2021**

	GENERAL FUND
	<u>#001</u>
REVENUES	
Intergovernmental Revenues	\$ 9,754,591
Contributions and Donations	76,632
Contracted Services	100,970
Interest Earnings	<u>51</u>
TOTAL REVENUES	<u>9,932,244</u>
EXPENDITURES	
Current:	
Employment Opportunity	
Salaries & Wages	752,521
Personnel Benefits	342,550
Supplies	283,056
Services	<u>8,523,607</u>
TOTAL EXPENDITURES	<u>9,901,734</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>30,510</u>
NET CHANGE IN FUND BALANCE	30,510
FUND BALANCE - BEGINNING	<u>732,905</u>
FUND BALANCE - ENDING	<u><u>\$ 763,415</u></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 Ended June 30, 2021**

NET CHANGES IN FUND BALANCE - GENERAL FUND	\$	30,510
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Amounts reported for governmental activities in the statement of activities are different because:

Net OPEB expense amounts used in governmental activities are not financial resources and therefore are not reported in the fund.		\$33,976
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Net pension expense amounts used in governmental activities are not financial resources and therefore are not reported in the fund.		\$77,563
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Prepaid accounts used in governmental activities are not financial resources and therefore are not reported in the funds.		(\$6,803)
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Compensated absences used in governmental activities are not financial resources and therefore not reported in the funds.		(\$11,054)
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Net Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		(\$13,209)
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CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<div style="border-top: 1px solid black; border-bottom: 3px double black; display: inline-block; padding: 2px 10px;">110,983</div>
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The notes to the financial statements are an integral part of this financial statement.



SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Notes to the Financial Statements  
Year Ended June 30, 2021

**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. Basis of Presentation -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.

## SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL

### Notes to the Financial Statements

Year Ended June 30, 2021

#### C. Measurement Focus, Basis of Accounting

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.

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL

Notes to the Financial Statements

Year Ended June 30, 2021

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.

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, 2021, the Council was holding \$169,130 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 \$90,795.

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, 2021.

3. Capital Assets See Note 4

Capital assets, which consist of intangible assets (e.g. software) equipment 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.

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Notes to the Financial Statements  
Year Ended June 30, 2021

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
Equipment & Signage	84

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. The current portion, payable within one year, of compensated absences is reported in Accrued Wages and Benefits Payable which is estimated at \$22,207 as of June 30, 2021.

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 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:

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- 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) 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.

10. Net Position Classification

For government-wide reporting as well as in proprietary funds, the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources is called net position. Net position is comprised of three components: net investment in capital assets, restricted, and unrestricted.

**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. Explanation of Certain Differences Between the Governmental Funds Balance Sheet and the Government-Wide Statement of Net Position

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.

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B. Explanation of Certain Differences Between the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-Wide Statement of Activities

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, 2021 was as follows:

<b>Governmental Activities</b>	<b>Beginning Balance 7/1/2020</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance 6/30/2021</b>
Capital assets, being depreciated:				
Intangible assets	\$9,359	\$0	\$0	\$9,359
Equipment & Signage	\$7,598	\$0	\$0	\$7,598
Leasehold Improvements	\$117,869	\$0	\$0	\$117,869
Total capital assets, being depreciated	\$134,826	\$0	\$0	\$134,826
Less accumulated depreciation for:				
Intangible assets	\$9,359	\$0	\$0	\$9,359
Equipment & Signage	\$3,256	\$1,085	\$0	\$4,341
Leasehold Improvements	\$66,341	\$12,124	\$0	\$78,465
Total accumulated depreciation	\$78,956	\$13,209	\$0	\$92,165
<b>Governmental activities capital assets, net</b>	<b>\$55,870</b>	<b>\$(13,209)</b>	<b>\$0</b>	<b>\$42,661</b>

Depreciation expense was charged to programs as follows:

<b>Governmental Activities:</b>	
Economic Environment	\$13,208
Total Depreciation – Governmental Activities	\$13,208

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**Note 5 – Pension Plans**

The following table represents the aggregate pension amounts for all plans for the year 2020-21:

Aggregate Pension Amounts – All Plans	
Pension liabilities	\$ (226,974)
Pension assets	\$ -0-
Deferred outflows of resources	\$ 136,001
Deferred inflows of resources	\$ (68,233)
Pension expense/expenditures	\$ 14,156

**State Sponsored Pension Plans**

Substantially all Council's 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.

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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 2020 were as follows:

<b>PERS Plan 1</b>		
<b>Actual Contribution Rates</b>	<b>Employer</b>	<b>Employee*</b>
January – August 2020		
PERS Plan 1	7.92%	6.00%
PERS Plan 1 UAAL	4.76%	
Administrative Fee	0.18%	
<b>Total</b>	<b>12.86%</b>	<b>6.00%</b>
September – December 2020		
PERS Plan 1	7.92%	6.00%
PERS Plan 1 UAAL	4.87%	
Administrative Fee	0.18%	
<b>Total</b>	<b>12.97%</b>	<b>6.00%</b>

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

**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.



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**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 2020 were as follows:

<b>PERS Plan 2/3</b>		
<b>Actual Contribution Rates</b>	<b>Employer 2/3</b>	<b>Employee 2*</b>
January – August 2020		
PERS Plan 2/3	7.92%	7.90%
PERS Plan 1 UAAL	4.76%	
Administrative Fee	0.18%	
Employee PERS Plan 3		Varies
<b>Total</b>	<b>12.86%</b>	<b>7.90%</b>
September – December 2020		
PERS Plan 2/3	7.92%	7.90%
PERS Plan 1 UAAL	4.87%	
Administrative Fee	0.18%	
Employee PERS Plan 3		Varies
<b>Total</b>	<b>12.97%</b>	<b>7.90%</b>

\* For employees participating in JBM, the contribution rate was 19.75%.

The Council's actual PERS plan contributions were \$34,849 to PERS Plan 1 and \$56,871 to PERS Plan 2/3 for the year ended June 30, 2021.

### **Actuarial Assumptions**

The total pension liability (TPL) for each of the DRS plans was determined using the most recent actuarial valuation completed in 2020 with a valuation date of June 30, 2019. The actuarial assumptions used in the valuation were based on the results of the Office of the State Actuary's (OSA) *2013-2018 Experience Study* and the *2019 Economic Experience Study*.

Additional assumptions for subsequent events and law changes are current as of the 2019 actuarial valuation report. The TPL was calculated as of the valuation date and rolled forward to the measurement date of June 30, 2020. Plan liabilities were rolled forward from June 30, 2019, to June 30, 2020, reflecting each plan's normal cost (using the entry-age cost method), assumed interest and actual benefit payments.

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- **Inflation:** 2.75% total economic inflation; 3.50% salary inflation
- **Salary increases:** In addition to the base 3.50% salary inflation assumption, salaries are also expected to grow by promotions and longevity.
- **Investment rate of return:** 7.4%

Mortality rates were developed using the Society of Actuaries' Pub. H-2020 mortality rates, which vary by member status, as the base table. The OSA applied age offsets for each system, as appropriate, to better tailor the mortality rates to the demographics of each plan. OSA applied the long-term MP-2017 generational improvement scale, also developed by the Society Actuaries, to project mortality rates for every year after the 2010 base table. 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 changes in methods and assumptions since the last valuation.

- OSA updated its demographic assumptions based on the results of its latest demographic experience study. See OSA's 2013-2018 Demographic Experience Study at [leg.wa.gov/osa](http://leg.wa.gov/osa).
- OSA updated the Early Retirement Factors and Joint-and-Survivor factors used in its model to match the ones implemented by DRS on October 1, 2020. These factors are used to value benefits for members who elect to retire early and for survivors of members that die prior to retirement.
- The valuation includes liabilities and assets for Plan 3 members purchasing Total Allocation Portfolio annuities when determining contribution rates and funded status.
- OSA simplified its modeling of medical premium reimbursements for survivors of duty-related deaths in LEOFF 2.
- OSA changed its method of updating certain data items that change annually, including the public safety duty-related death lump sum and Washington state average wage. OSA set these values at 2018 and will project them into the future using assumptions until the next Demographic Experience Study in 2025. See [leg.wa.gov/osa](http://leg.wa.gov/osa) for more information on this method change.

### Discount Rate

The discount rate used to measure the total pension liability for all DRS plans was 7.4 percent.

To determine that rate, an asset sufficiency test was completed to test whether each pension plan's fiduciary net position was sufficient to make all projected future benefit payments for current plan members. Based on OSA's 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 7.4 percent was used to determine the total liability.

### Long-Term Expected Rate of Return

The long-term expected rate of return on the DRS pension plan investments of 7.4 percent was determined using a building-block-method. In selecting this assumption, the Office of the State Actuary (OSA)

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reviewed the historical experience data, considered the historical conditions that produced past annual investment returns, and considered Capital Market Assumptions (CMA's) and simulated expected investment returns provided by the Washington State Investment Board (WSIB). The WSIB uses the CMA's and their target asset allocation to simulate future investment returns at various future times.

### 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, 2020, are summarized in the table below. The inflation component used to create the table is 2.2 percent and represents the 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%	2.20%
Tangible Assets	7%	5.10%
Real Estate	18%	5.80%
Global Equity	32%	6.30%
Private Equity	23%	9.30%
	<b>100%</b>	

### Sensitivity of the Net Pension Liability/(Asset)

The table below presents the Council's proportionate share of the net pension liability calculated using the discount rate of 7.4 percent, 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 (6.4 percent) or 1-percentage point higher (8.4 percent) than the current rate.

	1% Decrease (6.4%)	Current Discount Rate (7.4%)	1% Increase (8.4%)
PERS 1	\$193,516	\$154,496	\$120,468
PERS 2/3	\$450,976	\$ 72,478	\$(239,216)

### 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, 2021, the Council's reported a total pension liability of \$226,974 for its proportionate share of the net pension liabilities as follows:

	Liability (or Asset)
PERS 1	\$154,496
PERS 2/3	\$ 72,478

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

	Proportionate Share 6/30/19	Proportionate Share 6/30/20	Change in Proportion
PERS 1	%.004502	%.004376	%.000126
PERS 2/3	%.005816	%.005667	%.000149

Employer contribution transmittals received and processed by the 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 the DRS in the *Schedules of Employer and Nonemployer Allocations* for all plans except LEOFF 1.

In fiscal year 2020, the state of Washington contributed 39 percent of LEOFF 2 employer contributions pursuant to [RCW 41.26.725](#) and all other employers contributed the remaining 61 percent of employer contributions.

The collective net pension liability (asset) was measured as of June 30, 2020, and the actuarial valuation date on which the total pension liability (asset) is based was as of June 30, 2019, with update procedures used to roll forward the total pension liability to the measurement date.

### Pension Expense

For the year ended June 30, 2021, the Council's recognized pension expense as follows:

	Pension Expense
PERS 1	\$ 2,126
PERS 2/3	\$12,030
TOTAL	\$14,156

### Deferred Outflows of Resources and Deferred Inflows of Resources

At June 30, 2021, 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	\$	\$
Net difference between projected and actual investment earnings on pension plan investments	\$	\$856
Changes of assumptions	\$	\$
Changes in proportion and differences between contributions and proportionate share of contributions	\$	\$
Contributions subsequent to the measurement date	\$34,849	\$
TOTAL	\$34,849	\$856

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<b>PERS 2/3</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 25,946	\$ 9,083
Net difference between projected and actual investment earnings on pension plan investments	\$	\$ 3,681
Changes of assumptions	\$ 1,032	\$ 49,509
Changes in proportion and differences between contributions and proportionate share of contributions	\$ 17,303	\$ 5,104
Contributions subsequent to the measurement date	\$ 56,871	\$
<b>TOTAL</b>	<b>\$101,152</b>	<b>\$ 67,377</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 year ended June 30, 2021. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year ended June 30:</b>	<b>PERS 1</b>
2021	\$(3,904)
2022	\$ (123)
2023	\$ 1,191
2024	\$ 1,975
2025	\$
Thereafter	\$

<b>Year ended June 30:</b>	<b>PERS 2/3</b>
2021	\$(26,211)
2022	\$ (3,326)
2023	\$ 5,151
2024	\$ 8,366
2025	\$ ( 3,127)
Thereafter	\$( 3,950)

**Note 6 – Defined Benefit Other Post-Employment Benefit (OPEB) Plans**

The following table represents the aggregate OPEB amounts for all plans subject to the requirements of GASB 75 for the year end June 30, 2021:

<b>Aggregate OPEB Amounts – All Plans</b>	
OPEB liabilities	\$ 235,684
OPEB assets	\$
Deferred outflows of resources	\$
Deferred inflows of resources	\$
OPEB expense/expenditures	\$ (33,976)

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The Council implemented Statement No. 75 of the Governmental Accounting Standards Board (GASB) Accounting and Financial Reporting for Postemployment Benefits Other Than Pension for fiscal year 2021 financial reporting. The state, consisting of state agencies and its component units as well as higher education institutions, is considered a single employer based on guidance provided in GASB Statement No.75. The State Health Care Authority (HCA) administers this single employer defined benefit other postemployment benefit (OPEB) plan.

Per RCW 41.05.065, the Public Employees' Benefits Board (PEBB), created within HCA, is authorized to design benefits and determine the terms and conditions of employee and retired employee participation and coverage. PEBB establishes eligibility criteria for both active employees and retirees. Benefits purchased by PEBB include medical, dental, life, and long-term disability.

The relationship between the PEBB OPEB plan and its member employers and their employees and retirees is not formalized in a contract or plan document. Rather, the benefits are provided in accordance with a substantive plan. A substantive plan is one in which the plan terms are understood by the employers and plan members. This understanding is based on communications between HCA, employers and plan members, and the historical pattern of practice with regard to the sharing of benefit costs.

The PEBB OPEB plan is funded on a pay-as-you-go basis with contributions set by the Legislature each biennium as a part of the budget process. The PEBB OPEB plan has no assets and does not issue a publicly available financial report.

The PEBB retiree OPEB plan is available to employees who elect to continue coverage and pay the administratively established premiums at the time they retire under the provisions of the retirement system to which they belong. Retirees' access to the PEBB plan depends on the retirement eligibility of their respective retirement system.

Employees covered by benefit terms – At June 30, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	0
Inactive employees entitled to but not yet receiving benefits	0
Active employees	10
Total	10

Per RCW 41.05.022, retirees who are not yet eligible for Medicare benefits may continue participation in the state's non-Medicare community-rated health insurance risk pool on a self-pay basis. Retirees in the non-Medicare risk pool receive an implicit subsidy. The implicit subsidy exists because retired members pay a premium based on the claims experience for active employees and other non-Medicare retirees. The subsidy is valued using the difference between the age-based claims costs and the premium.

Retirees who are enrolled in both Parts A and B of Medicare may participate in the state's Medicare community-rated health insurance risk pool. Medicare retirees receive an explicit subsidy in the form of reduced premiums. Annually, the HCA administrator recommends an amount for the next calendar year's explicit subsidy for inclusion in the Governor's budget. The final amount is approved by the state

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Legislature. In calendar year 2020, the explicit subsidy was up to \$183 per member per month, and it will there through 2022.

**Net OPEB Liability**

The Council's total OPEB liability was measured as of June 30, 2021 using the alternative measurement method.

*Actuarial Assumptions*

The total OPEB liability as of June 30, 2021 was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount rate (beginning of measurement year): 2.21%

Discount rate (end of measurement year): 2.16%

Salary Changes: 3.5% + service-based increases

Healthcare trend rates: Initial rate is approximately 2%, trends up to about 11% in 2021

Mortality rates were based on RP 2000 Mortality tables, with mortality improvement scales applied

Inflation rate: 2.75%

Post-retirement participation percentage: 65%

Percentage with spouse coverage: 45%

**Changes in the Total OPEB Liability**

<b>PEBB</b>	
<b>Total OPEB Liability at 7/1/2020</b>	<b>\$269,660</b>
Service Cost	\$ 30,144
Interest	\$ 6,626
Changes in Experience Data and Assumptions	\$ (70,746)
Changes in Benefit Terms	\$ -0-
Benefit Payments	\$ -0-
Other	\$ -0-
<b>Total OPEB Liability at 6/30/2021</b>	<b>\$235,684</b>

The following presents the total OPEB liability of the Council calculated using the current healthcare cost trend rate of 2-11% percent, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate.

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	1% Decrease	Current Healthcare Cost Trend Rate	1% Increase
Total OPEB Liability	\$177,336	\$235,684	\$317,105

The following presents the total OPEB liability of the Council calculated using the discount rate of 2.16 percent, as well as what the OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate.

	1% Decrease	Current Discount Rate	1% Increase
Total OPEB Liability	\$298,551	\$235,684	\$187,748

**Note 7 – Risk Management**

The Council has obtained insurance through private 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. No settlements exceeded insurance coverage in each of the past three years.

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 8 – Leases**

The Council leases an office building and other equipment under non-cancelable operating leases. The total cost for such leases was \$268,045 for the year ended June 30, 2021. The future minimum lease payments for these leases are as follows:

<b>Year ending June 30</b>	<b>Amount</b>
2021-2022	\$ 270,132
2022-2023	275,026
2023-2024	146,070
2024-2025	65,493
2025-Beyond	-0-
Total	\$ 756,721

The Council sub-leases out a portion of its office building under a non-cancelable operating lease. Total income for this lease was \$61,062 for the year ended June 30, 2021. All income is reported as a reduction to lease expense. The future minimum lease income for this lease is as follows:



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<b>Year ending June 30</b>	<b>Amount</b>
2021-2022	\$ 69,424
2022-2023	69,424
2023-2024	69,424
2024-2025	28,929
2025-Beyond	-0-
<b>Total</b>	<b>\$ 237,201</b>

**Note 9 – Changes in Long-Term Liabilities**

During the year ended June 30, 2021, the following changes occurred in long-term liabilities:

	<b>Beginning Balance 7/1/2020</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance 6/30/2021</b>	<b>Due Within One Year</b>
<b>Governmental Activities:</b>					
Compensated absences	\$ 101,948	\$ -0-	\$ 11,153	\$ 90,795	\$ 22,207
Net OPEB Liability	269,660	-0-	33,976	235,684	-0-
Net Pension Liability	229,611		2,637	226,974	-0-
Governmental activity long-term liabilities:	<u>\$ 601,219</u>	<u>\$ -0-</u>	<u>\$ 47,766</u>	<u>\$ 553,453</u>	<u>\$ 22,207</u>

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

**Note 10 – 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 11- 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 publicly 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 FY20, the Council did not enter into any related-party transactions.

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL

Notes to the Financial Statements

Year Ended June 30, 2021

**Note 12-COVID-19 Pandemic**

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of the deadly new virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus were ordered. These measures included closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel and non-essential activities.

The SWC funds and directs the WorkSource System in Spokane, including WorkSource Spokane, the Spokane Resource Center, the Next Generation Zone and the Talent Solutions Center, which collectively are known as the Spokane WorkSource Campus. Due to the social distancing measures necessary to slow the spread of the COVID-19 outbreak in our community, the SWC has closed the campus to customers. However, the SWC and campus staff have been working to maintain service delivery for those in need in our community.

Our region is facing extraordinary challenges due to the effects of the ongoing coronavirus outbreak. Efforts to keep people safe and slow the spread of the virus have resulted in record numbers of workers being laid off and many businesses temporarily closing, shutting down, or shifting to remote work. The Spokane Workforce Council is working with our community partners to help people and businesses navigate the many services and resources available at this time and access the support needed to successfully weather this crisis.

As businesses and workers throughout our region are impacted by the economic disruption caused by the coronavirus, we are helping to meet their immediate needs and provide a connection to local, state, and federal resources. Our workforce system staff are using technology to provide assistance with finding a job or attending a training program, answering questions about applying for unemployment insurance benefits and where to find community resources, and getting essential businesses access to workers so they can keep their doors open.

In response to the pandemic the SWC has applied for and received over \$5 million in federal rapid response funds through the Washington Employment Security Department, Spokane City and County to be deployed in the local area to mitigate the effects of the pandemic.

The length of time these measures will continue to be in place, and the full extent of the financial impact on the SWC and the community it serves is unknown at this time.

**SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule - General Fund**  
**For the Year Ended June 30, 2021**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Over/(Under)</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
REVENUES				
Intergovernmental Revenues	8,005,055	11,040,977	9,754,591	(1,286,386)
Contributions and Donations	-	30,000	76,632	46,632
Contracted Services	-	55,000	100,970	45,970
Interest Earnings			51	51
TOTAL REVENUES	8,005,055	11,125,977	9,932,244	(1,193,733)
EXPENDITURES				
Salaries & Wages	798,556	798,556	752,521	(46,035)
Personnel Benefits	369,260	369,260	342,550	(26,710)
Supplies	200,000	364,813	283,056	(81,757)
Services	6,637,239	9,593,348	8,523,607	(1,069,741)
TOTAL EXPENDITURES	8,005,055	11,125,977	9,901,734	(1,224,243)
NET CHANGE IN FUND BALANCE	-	-	30,510	30,510
FUND BALANCE, BEGINNING OF YEAR	732,905	732,905	732,905	-
FUND BALANCE, END OF YEAR	732,905	732,905	763,415	30,510

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 the Measurement Date 6/30/2020  
Last 10 Fiscal Years\*

	2014	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%	0.004323%	0.004605%	0.004502%	0.004376%				
PERS 1 Employer's proportionate share of the net pension liability	\$ 184,727	185,070	212,617	205,130	205,661	173,118	154,496.00				
PERS 2/3 Employer's proportion of the net pension liability (asset)	% 0.004721%	0.004571%	0.005068%	0.005610%	0.005885%	0.005816%	0.005667%				
PERS 2/3 Employer's proportionate share of the net pension liability	\$ 95,428	163,324	255,170	193,218	100,481	56,493	72,478.00				
TOTAL	\$ 280,155	348,394	467,787	398,348	306,142	229,611	226,974				
Covered Payroll**	\$ 480,308	406,946	483,270	551,439	616,155	637,416	660,869				
Employer's proportionate share of the net pension liability as a percentage of covered employee payroll	% 58.33%	85.61%	96.80%	72.24%	49.69%	36.02%	34.34%				
PERS 1 Plan fiduciary net position as a percentage of the total pension liability	% 65.94%	53.12%	45.45%	51.50%	67.18%	75.40%	68.07%				
PERS 2/3 Plan fiduciary net position as a percentage of the total pension liability	% 34.06%	46.88%	54.55%	48.50%	32.82%	24.60%	31.93%				

Notes to Schedule:

\*Until a full 10- year trend is compiled, only informatin for those years available is presented

\*\* Covered payroll is the payroll on which contributions to a pension plan are based (GASB 82, par. 5)

REQUIRED SUPPLEMENTARY INFORMATION

Spokane Area Workforce Development Council  
Schedule of Employer Contributions

PERS 1

For the Year Ended June 30, 2021  
Last 10 Fiscal Years\*

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Contractually required contributions	\$ 16,311	23,052	26,303	30,993	32,597	31,457	34,849			
Contributions in relation to the contractually required contributions ***	\$ (16,311)	(23,052)	(26,303)	(30,993)	(32,597)	(31,457)	(34,849)			
Contribution deficiency (excess)	\$ 0	0	0	0	0	0	0			
Covered Payroll**	\$ 406,946	483,270	551,439	616,155	637,416	660,869	718,070			
Contributions as a percentage of covered employee payroll	% 4.01%	4.77%	4.77%	5.03%	5.11%	4.76%	4.85%			

Notes to Schedule:

\*Until a full 10-year trend is compiled, only information for those years available is presented.

\*\* Covered payroll is the payroll on which contributions to a pension plan are based (GASB 82, par. 5)

\*\*\* Contributions are actual employer contributions to the plan. For PERS 1 this includes the portion of PERS 2/3 and PSERS 2 contributions that fund the PERS 1 UAAL. Contributions do not include employer-paid member contributions (GASB 82, Par. 8)

# REQUIRED SUPPLEMENTARY INFORMATION

Spokane Area Workforce Development Council  
Schedule of Employer Contributions  
PERS 2/3  
For the Year Ended June 30, 2021  
Last 10 Fiscal Years\*

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Contractually required contributions (Includes Admin Fee)	\$ 20,437	30,108	34,355	46,150	47,903	52,341	56,871			
Contributions in relation to the contractually required contributions (Includes Admin Fee)***	\$ (20,437)	(30,108)	(34,355)	(46,150)	(47,903)	(52,341)	(56,871)			
Contribution deficiency (excess)	\$ 0	0	0	0	0	0	0			
Covered Payroll**	\$ 406,946	483,270	551,439	616,155	637,416	660,869	718,070			
Contributions as a percentage of covered employee payroll	% 5.02%	6.23%	6.23%	7.49%	7.52%	7.92%	7.92%			

Notes to Schedule:

\*Until a full 10-year trend is compiled, only information for those years available is presented.

\*\* Covered payroll is the payroll on which contributions to a pension plan are based (GASB 82, par. 5)

\*\*\* Contributions are actual employer contributions to the plan. For PERS 1 this includes the portion of PERS 2/3 and PSERS 2 contributions that fund the PERS 1 UAAL. Contributions do not include employer-paid member contributions (GASB 82, Par. 8)

Spokane Area Workforce Development Council  
Schedule of Changes in Total OPEB Liability and Related Ratios  
Required Supplementary Information  
For the year ended June 30, 2021  
Last 10 Fiscal Years\*

	2021	2020	2019	2018
<b>Total OPEB liability - beginning</b>	\$ 269,660	\$ 223,537	\$ 165,924	\$ 152,288
Service cost	30,144	20,260	13,560	20,062
Interest	6,626	8,532	6,946	6,170
Changes in benefit terms	0	0	0	0
Differences between expected and actual experience	(70,746)	17,358	37,107	(12,596)
Changes of assumptions	0	0	0	0
Benefit payments	0	(27)	0	0
Other changes	0	0	0	0
<b>Total OPEB liability - ending</b>	<u>235,684</u>	<u>269,660</u>	<u>223,537</u>	<u>165,924</u>
<b>Covered-employee payroll**</b>	752,521	666,331	637,416	616,155
<b>Total OPEB liability as a % of covered payroll</b>	31.32%	40.47%	35.07%	26.93%

**Notes to Schedule:**

\* Until a full 10-year trend is compiled, only information for those years available is presented.  
no assets are accumulated in a trust that meets the creiteria in paragraph 4 of GSB 75.

**Spokane Area Workforce Development Council**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended June 30, 2021**

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		
SNAP Cluster								
FOOD AND NUTRITION SERVICE, AGRICULTURE, DEPARTMENT OF (via DSHS- BFET)	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	2012-77554	66,740	-	66,740	66,740	123
	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	2012-94221	42,033	-	42,033	30,051	123
Total SNAP Cluster:				108,773	-	108,773	96,791	
CDBG - Entitlement Grants Cluster								
ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (via Spokane County)	COVID 19 - Community Development Block Grants/Entitlement Grants	14.218	B-20-UW-53- 0004	617,548	-	617,548	596,753	123
	Total CDBG - Entitlement Grants Cluster:				617,548	-	617,548	596,753
ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (via City of Spokane)	COVID 19 - Home Investment Partnerships Program	14.239	OPR 2020-0574	498,364	-	498,364	482,600	123
WIOA Cluster								
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7100	878,040	-	878,040	613,017	123

*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, 2021**

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 AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7109	477,242	-	477,242	477,242	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-1109	219,159	-	219,159	219,159	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7300	48,149	-	48,149	-	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7309	86,810	-	86,810	9,698	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7308	307	-	307	-	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7629-07	211,954	-	211,954	169,860	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Adult Program	17.258	6112-7629-11	27,012	-	27,012	6,166	123

*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, 2021**

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		
			<b>Total CFDA 17.258:</b>	<b>1,948,673</b>	<b>-</b>	<b>1,948,673</b>	<b>1,495,142</b>	
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7000	1,004,632	-	1,004,632	518,286	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7009	576,843	-	576,843	576,843	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7008	18,189	-	18,189	18,189	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7300	50,720	-	50,720	-	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7309	91,544	-	91,544	10,226	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7308	2,046	-	2,046	-	123

*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, 2021**

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 AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7629-07	211,954	-	211,954	169,860	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Youth Activities	17.259	6112-7629-11	27,012	-	27,012	6,166	123
		<b>Total CFDA 17.259:</b>		<b>1,982,940</b>	<b>-</b>	<b>1,982,940</b>	<b>1,299,570</b>	
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7200	784,769	-	784,769	486,725	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7209	568,922	-	568,922	568,922	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-1209	113,117	-	113,117	113,117	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	9112-7300	46,642	-	46,642	-	123

*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, 2021**

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 AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7309	77,113	-	77,113	8,617	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7308	336	-	336	-	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7629-07	212,018	-	212,018	169,911	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7629-11	27,020	-	27,020	6,168	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	WIOA Dislocated Worker Formula Grants	17.278	6112-7509-10	364,525	-	364,525	267,617	123
		<b>Total CFDA 17.278:</b>		<b>2,194,462</b>	-	<b>2,194,462</b>	<b>1,621,077</b>	
		<b>Total WIOA Cluster:</b>		<b>6,126,075</b>	-	<b>6,126,075</b>	<b>4,415,789</b>	
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington Department of Labor and Industries)	H-1B Job Training Grants	17.268	K4446	30,818	-	30,818	20,958	123

*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, 2021**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Note
				From Pass- Through Awards	From Direct Awards	Passed through to Subrecipients	
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	COVID 19 - WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	6112-7580-64	323,802	-	323,802	123
EMPLOYMENT AND TRAINING ADMINISTRATION, LABOR, DEPARTMENT OF (via Washington State Employment Security)	COVID 19 - WIOA National Dislocated Worker Grants / WIA National Emergency Grants	17.277	6112-7590-64	459,274	-	459,274	123
<b>Total CFDA 17.277:</b>				<b>783,076</b>	-	<b>783,076</b>	
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via City of Spokane)	COVID 19 - Coronavirus Relief Fund	21.019	OPR 2020-0664	1,022,000	-	1,022,000	123
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via City of Spokane)	COVID 19 - Coronavirus Relief Fund	21.019	OPR 2020-0759	331,980	-	331,980	123
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via Spokane County)	COVID 19 - Coronavirus Relief Fund	21.019	n/a	1,548	-	1,548	123
<b>Total CFDA 21.019:</b>				<b>1,355,528</b>	-	<b>1,355,528</b>	
<b>Total Federal Awards Expended:</b>				<b>9,520,182</b>	-	<b>9,520,182</b>	
						<b>7,656,597</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**  
**For the Year Ended June 30, 2021**

**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 – INDIRECT COSTS**

The Council has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance. 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, 2021, \$277,168 was allocated to Federal grant programs based on 17,352 total direct labor hours.

**NOTE 3 – PROGRAM COSTS**

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the Council's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Included in the total amounts expended for federal programs were costs passed through to subrecipients in the amount of \$7,656,597.



## CORRECTIVE ACTION PLAN FOR FINDINGS REPORTED UNDER UNIFORM GUIDANCE

### Spokane Area Workforce Development Council July 1, 2020 through June 30, 2021

This schedule presents the corrective action planned by the Council for findings reported in this report 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).

<b>Finding ref number:</b> 2021-001	<b>Finding caption:</b> The Council charged the Coronavirus Relief Fund for indirect costs that were unallowable.
<b>Name, address, and telephone of Council contact person:</b>  Jeanette Facer 140 S. Arthur Street Spokane, WA 99202 509-960-6261	
<b>Corrective action the auditee plans to take in response to the finding:</b>  <i>The Spokane Area Workforce Development Council (dba Spokane Workforce Council, SWC) entered into two contracts with the City of Spokane to deliver emergency COVID-19 rental assistance to adult and youth residents of the City of Spokane who were in dire need of help during the onset of the global pandemic. The funds were awarded to the City of Spokane as part of the Corona Virus Relief Fund or CARES Act. The SWC was uniquely qualified to handle the distribution of a portion of these funds as they have an existing model in place to deliver support services to the community. The SWC put together a plan and was able to distribute much needed rental assistance to City residents with a very short turn around. The contracts drawn up by the City allowed for an indirect cost rate and the SWC charged indirect costs to the grants, along with their approved subrecipients, in accordance with the contract terms. Both of these contracts were issued in early August of 2020. The federal awarding agency the Department of the Treasury, issued additional guidance on September 2, 2020 revising its original guidance allowing indirect costs. At this time the contracts with the</i>	

*City were already in place allowing SWC and their subrecipients to charge indirect. The revised guidance that disallowed indirect costs published by the Department of Treasury was overlooked by the City of Spokane and no guidance or revisions to the CARES Act grants between the City of Spokane and SWC were issued. While the SWC does not dispute the letter of the law finding issued by the State Auditor's office we believe we acted in good faith according to the terms of the contract issued by the City and provided much needed aid to the community in a timely fashion. If the City had been aware of the new guidance disallowing indirect costs and removed that from the SWC's contracts the SWC would have been forced to back out of the contracts as the federal guidance 2CFR which governs Federal Grants and Contracts does not allow the SWC or its subrecipients to charge other federal grants for indirect costs not allowed by a particular grant. As the SWC's main source of funding is grant driven it would have placed an undue burden on the SWC to cover the disallowed indirect costs and as a non-profit the SWC would not have been fulfilling its fiduciary duty to the board had it been aware and used unrestricted funds to cover the disallowed indirect costs.*

*Going forward the SWC will subscribe directly to all federal agency guidance updates and not rely on the funder to pass on any updates. The SWC had not received Department of Treasury funding in the past and hence had not subscribed. The SWC has been in contact with the City of Spokane regarding the possible pay back of the disallowed indirect costs and the City has communicated that they have reclassified these costs to a different fund source and will not be seeking reimbursement from the SWC.*

**Anticipated date to complete the corrective action:** Completed



## ABOUT THE STATE AUDITOR'S OFFICE

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

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

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