

# Greater Memphis Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

## **GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT BOARD (GMLWDB)**

### **GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA**

#### **Policy Purpose**

Federal and state guidelines limit the amount of funds that a grantee organization can hold on an account. As a recipient of federal funds, Greater Memphis Local Workforce Development Area (GMLWDA) is required to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity in whatever form, thereby limiting its cash revenues. This policy outlines cash management standards for funds administered by GMLWDA.

#### **Policy**

The GMLWDA shall maintain under its control an appropriate level of funds to cover appropriate organizational and program operator expenses in order to minimize time elapsed between state transfers and GMLWDA disbursements. GMLWDA may be provided advance payments, but normally GMLWDA will be reimbursed for actual cash disbursements.

The amount of funds available in GMLWDA and all grantee financial accounts will be kept at a minimum and limited to the actual immediate disbursement needs in carrying out the programs. GMLWDA shall disburse cash received as a result of program income (rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds) before requesting additional grant cash payments.

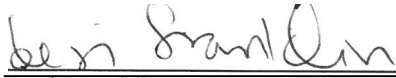
GMLWDA will manage all funds on a cost-reimbursement basis for grants or as work is performed on fee-for-service arrangements. GMLWDA will comply with the Tennessee Department of Labor and Workforce Development and Guidelines; other funding source rules and regulations; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as appropriate.

GMLWDA requires that every grantee organization receiving funds through a contract with GMLDWA shall establish and maintain cash management procedures that comply with the above standards. GMLWDA shall monitor the subrecipient's financial management systems to ensure compliance with this policy. A subrecipient that consistently fails to conform to this requirement and accumulates excess cash may be required to take corrective action to minimize or eliminate excess cash.

The Executive Director of the Greater Memphis Local Workforce Development Board is delegated by the Board with the authority to administer necessary cash management procedures. The Deputy Director of Finance, under the direction of the Executive Director, is operationally responsible for cash management and will monitor all general ledger account balances to ensure compliance with required regulations.

#### **INQUIRIES**

Please contact Amber Covington, Executive Director @ [acovington@memphischamber.com](mailto:acovington@memphischamber.com), with any questions or concerns regarding this policy.



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Desi Franklin  
Workforce Midsouth, Inc. Board

July 20, 2021  
Adopted Date

***GMLWDB is a proud partner of the American Job Center network, is an Equal Opportunity Employer. The Career Center System is an Employer/Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 1-800-848-0299.***