

**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)**  
LOCAL POLICY BULLETIN #2015-05: Policy on WIOA Budgets

Effective date: July 1, 2015  
(Original effective date: June 3, 2010)

**SUBJECT:** Policy on WIOA Budgets

**PURPOSE:**

This policy establishes WDB guidelines to assure the proper and timely development of WIOA budgets.

- Understanding funding constraints and conditions facilitates the alignment of project with funding sources.
- Taking a comprehensive approach to budget development and the implementation cycle eliminates low-value tasks and helps all participants focus on the most important issues.
- Using tools for the budget process reduces the burden of administrative tasks and increases time available for analysis and decision-making.

**REFERENCE:**

WIOA 107(d)(12)(A); County of Ventura, *Administrative Manual* 2005, Chapter VII (A)-4; MOU with the Ventura Board of Supervisors, 6Dii-iii and 8iv and 9 (Budgeting Roles); HSA/WIA Administrative Staff Guidelines (9/23/04), #8 and page 1.

**POLICY:**

The budget is a performance, financing and spending plan established by the WDB. The WDB prepares and annually refines written policies and goals to guide the preparation of performance, financing, and spending plans for the budget. The adopted budget is in accord with WDB policies and practices and in compliance with County policies and procedures. The WDB has the primary function of: (a) formulating budget proposals in line with WIOA policies and WDB priorities and (b) implementing those proposals once they are approved.

- The WIOA budget is comprised of all WIOA core and supplementary monies, including all discretionary grants under the supervision of the WDB.
- The WDB, through its annual planning process and the work of its committees, determine priorities for the use of WIOA funds in Ventura County.
- The priorities of the WDB take into account the responsibilities to meet WIOA performance standards, operate a One-Stop system, and expend funds appropriately and in a timely manner to comply with WIOA requirements.
- The WDB Executive Director develops the WIOA budget for the use of WIOA funds for programs, services, and projects in Ventura County, in alignment with WDB priorities and with Federal, State, and County requirements.
- The WDB Executive Director provides WIOA budget oversight, direction, and coordination in alignment with applicable County budget processes and cycles.
- The budget is approved by the WDB or the WDB's Executive Committee and the County Board of Supervisors.

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- Operators submit and adhere to funding and budgets approved by the WDB or the WDB Executive Committee. (The term "operator" refers to program operators, administrative service providers, and other WIOA-funded contractors.)
- The billed expenses of operators will not exceed the approved allocation of funds; exceptions require WDB or WDB Executive Committee approval.
- The WDB or the WDB Executive Committee has the option to establish a Management Reserve of up to 10% per WIOA-related grant for contingencies; such action, however, must not jeopardize the expenditure and timing requirements of the grant.
- Management Reserve funds are reallocated only with the authorization of the WDB or the WDB Executive Committee.
- Changes to the WIOA budget require WDB or WDB Executive Committee approval.
- When an increase or decrease in available revenue occurs, the WDB or WDB Executive Committee decides how this increase or decrease is to be applied to the WIOA budget.
- When the WDB Executive Committee takes action on behalf of the WDB under this policy, the full WDB will be notified in writing.
- In no event may expenditures exceed appropriations. (Per Government Code 29121, each agency or department head is personally responsible for any expenditure in excess of approved appropriations.)

**INQUIRIES:**

The administrative staff of the WDB will address all inquiries regarding this policy and the specific procedures by which it is carried out.