

MERCER COUNTY WDB BUDGET MANAGEMENT POLICIES & PROCEDURES

Purpose:

To align budget management policies with the capabilities of the financial system implemented in January 2024, ensuring accountability, transparency, and efficiency in managing financial resources.

Key Policy Components

1. Financial System Overview

- **System Name:** EDMUNDS
- **Implementation Date:** January 2024
- **Capabilities:** The Edmunds System will allow all interested parties to easily access up to date transactions and expenditures, while comparing budget to expenditures to date in a timely manner.

2. The process to establishing the operating budget

- The WDB works with the Mercer County Finance Department (Fiscal Agent) to establish the operating budget based on prior years and any changes that may occurred on contracts or personnel, etc. over the duration of the prior Budget year
- The WDB Director presents the operating budget to the Workforce Development Board for approval.
- The Fiscal agent is involved in creating the budget and then implements the budget into Edmunds after the grant awards and WDB Board approval has been received.
- The Fiscal agent processes all invoices and payments.
- The Fiscal agent provides the various reports used to develop the State monthly reports

3. The process to make budget adjustments.

- To determine if a budget adjustment is required, the WDB fiscal officer meticulously analyzes the current expenses incurred, any obligations or encumbrances that will be incurred.
- The numbers analyzed are compared to the actual budget balance for that line item.
- If the amount in a line item exceeds the budgeted balance amount then a budget balance transfer would be needed.
- The WDB fiscal officer will prepares a "budget transfer from" as provided by the County.
- The WDB Director must review and sign off on any budget transfer requests.
- The budget transfer form is sent to the Fiscal Agent (Mercer County) who then reviews it.
- If approved by the Fiscal Agent, the Fiscal Agent will process the necessary adjustment in the Edmunds Account System.

4. Reports Generated by the Financial System

- **Report Name(s):** Budget Account Transaction Inquiry, Budget Account Status
- **Frequency of Generation:** Report is produced Monthly
- **Distribution:** Reports are accessible to all authorized users. Reports will be distributed to Mercer County Finance office staff, WDB Director and WDB Fiscal Manager. Monthly reports will be distributed and reviewed through email.

5. Staff Responsibilities and Meetings

- **Meetings and Discussions:**
 - **Participants:** Mercer County Finance office staff, WDB Director and WDB Fiscal Manager.
 - **Frequency:** Meeting will occur monthly.

- **Agenda Topics:**
 - Review Budget Account Transaction Inquiry, Budget Account Status
 - Review Budget to Expenditures and need to update budget balances
 - Discuss any discrepancies or issues
 - To use the financial information provided to plan accordingly for upcoming financial periods
- **Process:** Meeting notes will be distributed to meeting participants with action items and responsible parties clearly identified. Progress on action items will be recorded on next meeting's notes.

6. Role-Specific Activities

- **Mercer County Workforce Development Board:**
 - Review and approve budget adjustments.
 - The board is given a "WDB Executive Oversight Expenditure Report" prior to the quarterly WDB Board meeting to review.
 - The WDB Fiscal officer reviews all expenditures and compares to budgeted amount at the quarterly meeting.
 - The report shows up to date expenditures, up to date Budget amounts and end of period budget balances.
 - The board members questions are discussed in the Board meeting.
 - Board members questions and responses to those questions are documented in the meeting minutes.
 - Board members ensure compliance with federal and state financial regulations
- **County of Mercer Finance Department (Fiscal Agent):**
 - Maintain oversight of financial records.
 - Provide guidance on financial policies and procedures.
- **Local Area Fiscal Officer (WDB Fiscal Officer):**
 - Monitor day-to-day expenditures and report discrepancies.
 - Liaise between the Fiscal Agent and County Finance Department for smooth operations.

Approved: 4/29/2025