

Catawba WIA Instruction Number: PY06-005

TO: All PY'06 WIA Contractors

ISSUANCE DATE: December 14, 2006

EFFECTIVE DATE: Immediately

SUBJECT: Financial Reporting Requirements

All WIA Contractors in the Catawba Workforce Investment Area are required to comply with the enclosed financial reporting instructions. This replaces WIA Instruction Number PY00-001.

Enclosed is the necessary reporting form. This form is available upon request on disc or by email.

Monthly Request for Payment/Fiscal Report

All contractors must report accrued expenditures and file requests for payment monthly for each contract using the Request for Payment/Fiscal Report. This report is due on the workday closest to the tenth (10th) of each month. This must be done regardless of whether any funds are requested and regardless of whether any expenses have been incurred that month.

Any questions regarding this matter should be directed to Mary Ann McDow or me.

Robert A. Barber
WIA Administrator