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NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF DIRECTORS and NORTH CENTRAL TEXAS CHIEF ELECTED OFFICIALS

Recommendation for Workforce Board Budget Policy

Background:

During the December 2020 Oversight and Accountability Committee meeting, NCTCOG staff reviewed the final FY 2020 Local Board (Board, staff, and centralized functions) expenditures as compared to the Board approved budget. A concern was expressed by the committee regarding final expenditures exceeding a certain budget category target amount even though the total overall Local Board expenditures were within the final approved budget. The committee asked NCTCOG staff to develop a Board budget policy to address the reallocation of funds among budget categories.

Information:

NCTCOG staff have developed a proposed Board budget approval policy (attached) that includes guidance regarding Local Board expenditures as they relate to budgets primarily including the following:

- Expenditures cannot exceed the approved Local Board Budget amount prior to the Board considering and approving a budget amendment.
- Budget category amounts for any fiscal year may be reallocated to other categories by NCTCOG, as permitted by applicable state and federal laws, regulations, and grant requirements, in amounts less than $500,000 without requiring Board authorization. If a reallocation of budget category amounts exceeds $500,000, prior Board authorization is required except that the NCTCOG Executive Director or designee has limited authorization to approve reallocations in excess of $500,000 when:

  1) NCTCOG determines specific funding is in jeopardy of lapsing or otherwise becoming unavailable for use; and,
  2) The Board is not scheduled to meet in time to authorize reallocation(s) to prevent such loss of funds from occurring.

  In the event this limited authorization is utilized, NCTCOG will present the action taken at the next regularly scheduled Board meeting for endorsement.

Recommendation:
The Executive Committee recommends approval of the Workforce Board Budget Approval Policy by the North Central Texas Workforce Development Board.

Approval Date: February 24, 2021

Attachment: Proposed Board Policy on Workforce Board Budget Approval

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