

**Agency:** 354 Workforce Train & Educ Coord Board  
**Decision Package Code/Title:** FT Interagency FTE Transfer  
**Budget Period:** 2013-15  
**Budget Level:** M2 - Inflation and Other Rate Changes

**Recommendation Summary Text:**

The Workforce Training and Education Coordinating Board request an FTE transfer under existing funding.

**Fiscal Detail**

<b>Operating Expenditures</b>			<b><u>Total</u></b>
<b>Total Cost</b>			
<b>Staffing</b>	<b><u>FY 2014</u></b>	<b><u>FY 2015</u></b>	<b><u>FY2 FTEs</u></b>
FTEs	.0	1.0	1.0

**Package Description:**

The Workforce Training and Education Coordinating Board is allotted 21.1 FTEs. The limited number of staff require expertise in a vast array of workforce system issues. The agency is requesting the interagency transfer of an additional FTE to assist with in-house internal control, budgeting, accounting, contracting, fiscal reporting, and record keeping operations.

**Narrative Justification and Impact Statement**

*What specific performance outcomes does the agency expect?*

The Workforce Training and Education Coordinating Board is a small state agency with a limited number of FTEs and limited resources for administrative costs. An FTE transfer will help the agency to complete accounting, contracting, budgeting and reporting operations in-house. There are currently two fiscal staff with the education, skills and knowledge to accomplish all but the agency's payroll functions. To complete the agency's non-payroll accounting, budget, contracting and reporting functions will require an additional analyst to provide adequate back-up, second level review, and to ensure proper internal control processes are followed.

Ensure agency invoices from vendors are paid within ten days of receipt. Improve the accuracy of agency accounting records, establish and maintain efficient budget and contracting processes.

## **Performance Measure Detail**

### **Activity:**

**Incremental Changes**

No measures submitted for package

### ***Is this decision package essential to implement a strategy identified in the agency's strategic plan?***

Yes, transferring an FTE under existing funding will maintain the limited administrative funds the agency has available to implement the strategies identified in the agency's strategic plan, as well as improve the accuracy of the agency's accounting transactions, enhance efficiency, and reduce unnecessary delays by keeping the work in-house.

### ***Does this decision package provide essential support to one of the Governor's priorities?***

Yes, transferring an FTE under existing funding helps with the essential functions of the Workforce Training and Education Coordinating Board to meet Results Washington Goal 1 and Goal 2 by providing the means to contribute to a world class education that leads to a prosperous economy, by providing agency management with accurate and up-to-date financial data that will enable better informed decisions.

### ***Does this decision package make key contributions to statewide results? Would it rate as a high priority in the Priorities of Government process?***

### ***What are the other important connections or impacts related to this proposal?***

Not transferring the FTE will leave the agency limited staffing for adequate internal control of in-house accounting, budgeting, reporting, and contracting functions.

### ***What alternatives were explored by the agency, and why was this alternative chosen?***

The Workforce Board is a small agency in which employees are required to possess a wide skill set and achieve a number of diverse goals.

### ***What are the consequences of not funding this package?***

Not adopting this decision package will result in overburdened budget/accounting staff with small agency responsibilities too numerous to carry out effectively, accurately, and timely. Not adopting this decision package is risking continuous errors in accounting/budgeting that could result in audit findings, questionable or disallowed costs, lack of adequate internal control and unnecessary cost to the agency.

### ***What is the relationship, if any, to the state's capital budget?***

There is no relationship to the state's capital budget.

### ***What changes would be required to existing statutes, rules, or contracts, in order to implement the change?***

None.

### ***Expenditure and revenue calculations and assumptions***

All expenditures occur within existing funding levels.

*Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?*

All costs are on-going expenditures.

<u>Object Detail</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>Total</u>
A Salaries And Wages		58,656	58,656
B Employee Benefits		19,637	19,637
E Goods\Other Services		(78,293)	(78,293)
<b>Total Objects</b>			