



LANE WORKFORCE PARTNERSHIP

FINANCE POLICY # 1

Rescission: Fiscal Policy #2 July 1, 2003

References: Workforce Innovation and Opportunity Act (Public Law 113-128)
Uniform Grant Guidance 2 C.F.R. 200, General Provisions for
Selected Items of Cost 200.432, 200.474, 200.475

Effective Date: July 1, 2016

Topic: MEALS and MEETINGS (CONFERENCES) REFRESHMENTS

Purpose

To communicate the federal grant requirements which pertain to the Lane Workforce Partnership (LWP) Board of Directors and its staff regarding meals and meeting (conference) refreshments charged to federal grants or contracts. This policy covers the Board, Executive Board, the LWP Council and their committees and subcommittees. The policy also covers any Board sponsored activity related to administration of the federal or state granted or contracted funds.

Policy

It is the policy of LWP to ensure that federal and state granted or contracted funds are used appropriately. Funds should be used to further the overall purpose of the authorizing legislation for expenditures that are allowable, allocable and reasonable. Expenditures of federal or state granted or contracted funds shall be necessary for the successful completion of grant or contract objectives.

By definition, the following citation from the Uniform Grant Guidance 2 C.F.R. **200.432** **Conferences** applies to all LWP meetings:

“A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award.”

Under no circumstances shall entertainment or alcohol be paid for with federal or state granted funds. The following are the common types of conferences (meetings) hosted by LWP:

- A. Executive Board: Monthly, generally held during the lunch hour to accommodate the business member leaders on the Board.



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- B. Full Board: Generally, four meetings each fiscal year.
- C. Task Teams: Subject to the call of the chair of the team for specific needs (for example: RFP review, sector partnership, etc.).
- D. General Staff: Required staff meetings called by Managers for the purpose of gathering or disseminating information regarding programs or activities administered by LWP when meetings are held during business hours and also includes attendance at the above listed board events.

Tiffany Cink
Director of Finance

TC
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