



## Request for Proposal

For

Audit Service

RFP Issue Date: January 25, 2013

### Key Dates:

Proposal Due Date: 10:00 A.M. EST, March 15, 2013

Provider Notification: May 1, 2013

Effective Date: July 1, 2013

Alliance for Strategic Growth, Inc. is an equal opportunity employer and will comply with all applicable nondiscrimination and equal opportunity provisions and laws.

## **TABLE OF CONTENTS**

### **I. GENERAL INFORMATION**

- A. Background
- B. Purpose
- C. Who May Respond
- D. Instructions on Proposal Submission
  - 1. Closing Submission Date
  - 2. Inquiries
  - 3. Conditions of Proposal
  - 4. Instructions to Prospective Contractors
  - 5. Right to Reject
  - 6. Small and/or Minority-Owned Businesses
  - 7. Notification of Award
- E. Description of Entities and Records to be Audited
- F. Options

### **II. SPECIFICATION SCHEDULE**

- A. Scope of a Financial and Compliance Audit
- B. Description of Programs/Contracts/Grants
- C. Performance
- D. Delivery Schedule
- E. Price
- F. Contracts
- G. Payment
- H. Notifications
- I. Audit Review
- J. Exit Conference
- K. Workpapers
- L. Confidentiality
- M. AICPA Professional Standards
- N. Disclaimer

### **III. OFFEROR'S TECHNICAL QUALIFICATIONS**

- A. Prior Auditing Experience
- B. Organization, Size, and Structure
- C. Staff Qualifications
- D. Understanding of Work to be Performed
- E. Certifications

### **IV. PROPOSAL EVALUATION**

- A. Submission of Proposals
- B. Nonresponsive Proposals
- C. Proposal Evaluation
- D. Review Process

### **CERTIFICATIONS**

### **ATTACHMENT A – Funding Streams and Amount of Expenses**

### **ATTACHMENT B - Board Reports**

## I. GENERAL INFORMATION

### A. Background:

Alliance for Strategic Growth, Inc. (ASG) is a 501 (c)(3) Indiana not-for-profit, tax exempt corporation responsible for the administration and operation of employment and training services funded by state and federal resources by the Workforce Investment Act and other funding streams to support the WorkOne Centers in Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, and Wayne counties in Eastern Indiana.

### B. Purpose:

This Request for Proposal (RFP) is to contract for a financial, programmatic and compliance audit, 990 and NP20 report for the year ending June 30, 2013 and verify financial information reported to the Corporate Board is accurate and reflect what is entered in the financial software. The proposal includes options for three additional one year contracts.

### C. Who May Respond

Only licensed Certified Public Accountants may respond to this RFP.

### D. Instructions on Proposal Submission

#### 1. Closing Submission Date

Proposals must be submitted no later than 10:00 AM Eastern Daylight Time on Friday, 3-15-13.

#### 2. Inquires:

Inquiries concerning this RFP should be directed to Cathy Cross, CFO, Alliance for Strategic Growth, Inc., 765-282-6400, Ext. 111 or by e-mail to [ccross@asgcorp.org](mailto:ccross@asgcorp.org). If inquiring by e-mail enter "Audit RFP" in subject line. Inquiries to other persons may disqualify the bidder from consideration.

#### 3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by ASG.

#### 4. Instructions to Prospective Contractors

All proposals must be sent electronically to [ccross@asgcorp.org](mailto:ccross@asgcorp.org) with "Audit RFP" in subject line. It is the responsibility of the sender to make sure the file was received and compatible with ASG software and that the proposal is received by the date and time specified above.

Consideration of late proposals is at the option of ASG.

#### 5. Right to Reject

ASG reserves the right to reject any and all proposals received in response to this RFP. It is understood that submitted proposals will become part of ASG official files without further obligation. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by ASG to utilize small businesses and minority-owned businesses.

An Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

7. Notification of Award

It is expected that a decision selecting the successful audit firm will be made within six (6) weeks of the closing date for the receipt of proposals or successful negotiation of contract terms, whichever is later. Upon conclusion of final negotiations with the successful audit firm(s), all Offerors submitting proposals in response to this Request for Proposal will be informed of the decision.

It is expected that the initial contract shall be for one (1) year commencing on July 1, 2013 and terminating on June 30, 2014 to audit work performed July 1, 2012 – June 30, 2013.

Based on satisfactory performance and continuation of need the contract may be renewable in one (1) year increments for up to an additional three years.

**E. Description of Entities and Records to be Audited**

Alliance for Strategic Growth, Inc. (ASG) is an Indiana 501(c)(3) corporation. It is governed by a 25-45 volunteer Board of Directors. Administrative offices are located at 122 E. Main Street, Muncie, IN 47305.

Records for the audit are located at 122 E. Main Street in Muncie, IN.

<b>Bank Accounts:</b>	<b>Est. # of checks written and ACH Transfers made/year</b>
<b>For Alliance for Strategic Growth, Inc.</b>	
ASG-Main Account	1,560
ASG-Corporate Account	5
ASG Flexible Spending Account	100
ASG ACH Transfers between accounts	10

ASG uses Kintera Fundware financial system for their computerized financial accounting system which is subdivided by Fund to track revenue and expenses. ASG follows approved Cost Allocation Plans utilizing Excel spreadsheets to calculate the allocation percentages each month for pooled costs based on time charges. Some programs direct charge only and are excluded from the allocation pool. The percentages are entered into the Fundware Allocation module and applied to the appropriate general ledger accounts. Expenses are recorded by Fund and by Cost Center. ASG has a Main Account which serves as the operating account. Within the

accounting systems the pooled charges are paid by the Main Account which is reimbursed as appropriate from any other funding sources, such as from the Corporate account.

ASG payroll is processed using the services of a payroll company. All staff payroll, all taxes and net checks are electronically collected by the respective contracted payroll company. Payroll information is submitted to the payroll company for checks and payroll reports. The Payroll company makes all tax payments. Manual checks are issued for corrections as needed.

F. **Options**

At the discretion of ASG, this contract can be extended for three additional one-year periods. ASG and the Offeror will negotiate the cost for the optional periods. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

II. **SPECIFICATION SCHEDULE**

A. **Scope of a Financial and Compliance Audit**

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial and compliance audit of ASG. Compliance audit work will also involve reviewing participant eligibility based on grant requirements.

B. **Description of Programs/Contracts/Grants**

See Attachment A.

C. **Performance**

ASG records are to be audited through June 30 of each year of contract.

The Offeror is required to prepare audit reports in accordance with the *Government Audit Standards* (Current Revision), and any additional reports as required by ASG's funding agencies (i.e. Department of Workforce Development, etc.)

D. **Delivery Schedule**

Offeror is to transmit one copy of the draft and final audit reports as follows:

CFO. The draft audit report is due on the 15<sup>th</sup> calendar day of the seventh month (January 15) following the year end being audited. The final audit report is due on the 15<sup>th</sup> calendar day of the eighth month (February 15<sup>th</sup>) following the year end being audited. The Offeror shall deliver one bound audit report, two unbound audit reports and one electronic copy. The final audit report is to be delivered prepared for signature and filing with the Federal Audit Clearing House and other appropriate agencies such as the State Board of Accounts, including the preparation of the envelopes for mailing. There will be a conference call scheduled with the Board to discuss final audit.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, ASG may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances ASG may extend this schedule upon written request of the Offeror with sufficient justification.

**E. Price**

The Offeror's proposed price should be submitted as an independent attachment. The fee for this engagement shall be based upon the cost per unit. A unit is defined as \$1,000 or any portion thereof of the actual expenses incurred. Payment shall be calculated based on the total actual costs audited divided by 1,000 and multiplied by the agreed upon rate. The fees shall be based on the dollar amounts outlined in Attachment A.

If there is a minimum fee to be charged for the engagement, state the minimum fee. If expenses are \$3,000,000 and you expect \$9,000, then the unit rate would be \$3.00 per \$1,000 of expenses. This rate would be calculated on any expenses over the \$3,000,000. Any expenses below the \$3,000,000 would be based on \$9,000 for the engagement.

Any out-of-pocket expenses should also be detailed or they will be assumed to be in the cost per \$1,000 of expenses.

The price for completion of the 990 and NP20 Annual Reports should be detailed separately.

If there is a cost to file extension reports include that cost as a separate item. Any late filings due to the fault of the Offeror will be at the Offeror's cost including penalties and/or interest.

The price to evaluate the accuracy of Corporate Board reports should be detailed separately. The reports involved in this evaluation are included in Attachment B. One month of reports are only to be reviewed and the Offeror will chose which month to review. This will simply require the Offeror to compare reports from the financial accounting system to those prepared by ASG for the Board.

**F. Contracts**

The maximum number of contracts resulting from this RFP will be one issued to the successful Offeror.

**G. Payment**

Progress payments will be allowed to the extent that ASG can determine that satisfactory progress is being made. Propose an expected payment schedule.

A final payment of at least 25% of the audit contract price will be made when ASG has determined that the total work effort has been satisfactorily completed. Should ASG reject the report, the ASG's authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Upon delivery of the required number of bound and unbound copies of the final reports, their acceptance and approval, and successful filing with the Federal Audit Clearing House and State Board of Accounts, the Offeror may submit a bill to ASG for the balance due on the contract for the audit.

Upon acceptance and approval of the 990 and NP20 Annual Reports payment will be made for those reports.

**H. Notifications**

The Offeror must agree to notify ASG at least four (4) weeks in advance of the time the audit field work is scheduled to begin, and the approximate duration of the audit. Field work shall not commence earlier than the 15<sup>th</sup> working day of October of each year without explicit approval from ASG.

The Offeror must also agree to notify the contractor of the scheduled date and time of the exit conference one (1) week in advance.

**I. Audit Review**

All audit reports prepared under this contract will be reviewed by respective contractor and its funding sources to ensure compliance with General Accounting Office's (GAO), *Government Audit Standards* and other appropriate audit guides.

**J. Exit Conference**

An exit conference will be required with the opportunity for participation by ASG representatives at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed to the extent allowed. It should include internal control and program compliance observations and recommendations.

**K. Workpapers**

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and Contractor.

**L. Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the respective contractor, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, the Contractor's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

**M. AICPA Professional Standards**

The AICPA Professional Standards state:

Ethics Interpretation 501-3 - Failure to follow standards and/or procedures or other requirements in governmental audits. Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he or she is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his or her report the fact that such requirements were not followed and the reasons therefor.

**N. Disclaimer**

Nothing in this RFP is intended to direct Offeror to conduct the audit in violation of existing audit standards. Offeror should call such discrepancies to the attention of ASG.

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### III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

**A. Prior Auditing Experience**

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited in compliance with the Federal Office of Management and Budget Circulars A-133 for the most recent three year period. Offerors should document the level of complexity of the audits and if the audited agencies were multi-funded. Offerors should document specific experience with Employment and Training and similar programs. Experience should include the following categories:

1. Prior experience auditing grant-funded non-profit entities.
2. Prior experience auditing similar programs funded by the State of Indiana.
3. Prior experience auditing programs financed by the Federal Government.

**B. Organization, Size, and Structure**

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review. If there has not been a Peer Review, the Offeror should submit why they are exempt from or not participating in Peer Reviews.

**C. Staff Qualifications**

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members.

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered. The audit staff listed in the response to this RFP shall be bound to actually perform the audit. Changes in the audit team composition at the Supervisor or Contractor-in-charge level or above must be approved by ASG.

**D. Understanding of Work to be Performed**

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information. The Offeror should provide a copy (electronic or paper) of the work papers the contractor will be expected to complete to assist the Offeror in conducting the audit.

**E. Certifications**

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by ASG, because ASG desires to contract only with an Offeror who is already familiar with these publications.

**IV. PROPOSAL EVALUATION**

**A. Submission of Proposals**

All proposals shall include the Offeror’s technical qualifications, pricing information, and the signed Certifications. These documents will become part of the contract.

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and may be removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Audit Standards* of the U.S. Comptroller General (Current Revision).

**C. Proposal Evaluation**

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
1. Prior experience auditing	
a. Prior experience auditing grant funded nonprofit organizations	0-10
b. Prior experience auditing similar programs funded by State of Indiana	0-5
c. Prior experience auditing programs financed by the Federal Government	0-5

Contact will be made by ASG of prior audited organizations to verify the experience provided by the Offeror. Please include contact information on prior audited firms including point of contact, email address, phone number and address.

2. Organization, size, and structure of Offeror’s firm. (Considering size in relation to audits to be performed.)
  - a. Adequate size of the firm 0-5
  - b. Minority/small business 0-5
3. Qualifications of staff to be assigned to the audit to be performed. This will be determined from resumes submitted. Education, position in firm, years and types

of experience, continuing professional education, and State(s) in which licensed as a CPA, etc. will be considered.

- a. Audit team makeup 0-5
  - b. Overall supervision to be exercised 0-5
  - c. Prior experience of the individual audit team members 0-10
4. Offeror's understanding of work to be performed.
- a. Adequate staffing for audit completion 0-5
  - b. Realistic time estimates of each audit step 0-5
  - c. Realistic expectations of ASG staff 0-5
  - d. Organization/user friendliness of schedules 0-5
5. Price 0-30

MAXIMUM POINTS: 100

**D. Review Process**

ASG may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, ASG reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. The final approval of the selected contractor is subject to the review and approval by the State Board of Accounts.

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## CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that the Offeror is a properly licensed certified public accountant, or a public accountant licensed on or before July 1, 1998.
- G. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards* (Current Revision).
- H. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
- I. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
- J. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
  - 1. *Government Auditing Standards* (Current Revision)
  - 2. OMB Circular A-133, *Audits of Institutions of Higher Education and Other Nonprofit Institutions* (June 1997)
  - 3. OMB Circular A-133 - *Compliance Supplement* (Revised June 1997)
  - 4. OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations* (1993)
  - 5. OMB Circular A-122, *Cost Principles for Nonprofit Organizations* (May 1987)
  - 6. *A Guide for Nonprofit Organizations: Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Grants and Contract with the Department of Health and Human Services* (May 1983)
  - 7. *Audits of Voluntary Health and Welfare Organizations* (AICPA Audit Guide)
  - 8. *Audits of Certain Nonprofit Organizations* (AICPA Audit Guide)
- K. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
- L. The individual signing certifies that the Offeror, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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(Offeror's Firm Name)

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(Signature of Offeror's Representative)

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(Printed Name and Title of Individual Signing)

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**Attachment A**

<b>ASG PY11 PROJECTED EXPENSES FOR AUDIT RFP</b>	
	Projections thru 6/30/12
WIA Administrative	\$ 309,703
WIA Adult	\$ 1,024,523
WIA Dislocated Worker	\$ 943,966
WIA Youth	\$ 737,507
Rapid Response	\$ 95,224
WIA Discretionary	\$ 380,481
Jobs for America's Graduates Coordinator	\$ 48,483
Wagner Peyser	\$ 359,147
LVER	\$ 12,275
DVOP	\$ 8,652
UI	\$ 264,365
Green On-the-Job Training	\$ 408,629
Adult Basic Education	\$ 18,681
Veterans Workforce Investment Program	\$ 80,775
Business Consultant	\$ 120,000
Young Hoosiers Conservations Corps	\$ 7,729
Roundtable	\$ 8,000
<b>Total ASG Expenses</b>	<b>\$ 4,828,140</b>

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**Attachment B**

Alliance for Strategic Growth, Inc.  
 Dashboard Report for Month Ending 6/30/12  
 Financial Report 6/30/12  
 Percent of Year Completed: 100  
 Prepared by Cathy Cross



Expense	Reserve	Approve Budget	MTD	YTD	YT	Percent	End of
			Expense	Expense	Balanc	Exp/Budge	Year
<b>Management/Program</b>							
Personnel Costs		\$ 966,506	\$ 96,553	\$ 925,751	\$ 40,755	96%	
Operations		\$ 102,343	\$ 8,783	\$ 91,635	\$ 10,708	90%	
Contract & Overhead		\$ 13,500	\$ 503	\$ 11,038	\$ 2,462	82%	
<b>Sub Total Management/Program</b>		\$ 1,082,349	\$ 105,839	\$ 1,028,424	\$ 53,925	95%	80-100%
<b>WorkOne Offices</b>							
Personnel Costs		\$ 1,748,340	\$ 181,270	\$ 1,670,049	\$ 78,291	96%	
Operations		\$ 864,993	\$ 66,837	\$ 774,340	\$ 90,653	90%	
<b>Sub Total WorkOne Offices</b>		\$ 2,613,333	\$ 248,107	\$ 2,444,389	\$ 168,944	94%	80-100%
<b>Other</b>							
Board Governance	\$ 3,067	\$ 74,370	\$ 5,111	\$ 51,562	\$ 22,808	69%	80-100%
WorkOne Marketing/Web		\$ 139,937	\$ 10,222	\$ 113,658	\$ 26,279	81%	80-100%
WorkOne Employee, Health, Morale		\$ 3,000	\$ -	\$ -	\$ 3,000	0%	100%
Direct		\$ 1,250,556	\$ 18,379	\$ 626,500	\$ 624,056	50%	100%
EOS-Managed IT		\$ 58,080	\$ 3,350	\$ 55,551	\$ 2,529	96%	100%
VOIP		\$ 84,510	\$ 5,744	\$ 82,369	\$ 2,141	97%	100%
WorkOne Costs		\$ 30,144	\$ 1,390	\$ 74,311	\$ (44,167)	247%	80-100%
JobWorks (costs associated w/year end)	\$ -	\$ 20,000	\$ 15,050	\$ 15,050	\$ 4,950	75%	95-100%
Pro Resources		\$ 366,043	\$ 26,924	\$ 337,962	\$ 28,081	92%	95-100%
<b>Trade Adjustment Assistance</b>							
State Contracted Funds		\$ 3,500,000	\$ -	\$ -	\$ 3,500,000	0%	80-100%
Reserved Directs	\$ 255,993	\$ -	\$ -	\$ -	\$ -	#DIV/0!	80-100%
Reserved Fixed	\$ 174,730	\$ 20,000	\$ 450	\$ 1,500	\$ 18,500	8%	80-100%
State Service		\$ 2,077,412	\$ -	\$ -	\$ 2,077,412	0%	95-100%
Avail for Obligation as		\$ -	\$ -	\$ -	\$ -	#DIV/0!	80-100%
<b>Sub Total Other</b>	\$ 433,790	\$ 7,624,052	\$ 86,620	\$ 1,358,463	\$ 6,265,589	18%	
<b>TOTAL INCLUDING STATE BUDGET</b>	\$ 433,790	\$ 11,319,733	\$ 440,566	\$ 4,831,276	\$ 6,488,457	43%	
<b>TOTAL W/O STATE BUDGET</b>	\$ 433,790	\$ 5,742,321	\$ 440,566	\$ 4,831,276	\$ 911,045	84%	



## Attachment B

ALLIANCE FOR STRATEGIC GROWTH, INC. - BOARD GOVERNANCE BUDGET								
FINANCIAL REPORT FOR PROGRAM YEAR 11 (PY11) (7/1/11-6/30/12)								
Date: 7/11/12								
						% OF FISCAL YEAR	100%	
<b>PY11 7/1/11-6/30/12</b>					<b>PY10 7/1/10-6/30/11</b>			
	TOTAL BUDGET	MONTHLY EXPENSES 6/30/2012	ACTUAL YTD 6/30/2012	BALANCE AVAILABLE	EXP % OF BUDGET	TOTAL BUDGET	MONTHLY EXPENSES 6/30/2011	ACTUAL YTD 6/30/2011
<b>EXPENSES:</b>								
MILEAGE	\$ 400	\$ -	\$ 92	\$ 308	23.00%	\$ 200	\$ -	\$ -
PER DIEM/LODGING	\$ 6,320	\$ -	\$ 26	\$ 6,294	0.41%	\$ 7,100	\$ -	\$ 7,325
REGISTRATION FEES	\$ 3,400	\$ 44	\$ 51	\$ 3,349	1.50%	\$ 4,500	\$ -	\$ 4,770
POSTAGE	\$ 500	\$ 8	\$ 175	\$ 325	35.10%	\$ 225	\$ -	\$ 410
COPYING	\$ 250	\$ -	\$ 37	\$ 213	14.66%	\$ 100	\$ 3	\$ 147
PRINTING	\$ 250	\$ 58	\$ 152	\$ 98	60.80%	\$ 100	\$ -	\$ 81
TELEPHONE	\$ 250	\$ 41	\$ 43	\$ 207	17.34%	\$ 100	\$ -	\$ 14
CONSUMABLE SUPPLIES	\$ 500	\$ -	\$ 97	\$ 403	19.46%	\$ 300	\$ 9	\$ 190
INSURANCE	\$ 27,000	\$ 4,093	\$ 27,980	\$ (980)	103.63%	\$ 10,000	\$ 1,261	\$ 8,611
PROFESSIONAL DUES/MEMBERSHIPS	\$ 2,400	\$ -	\$ 2,142	\$ 258	89.25%	\$ 2,400	\$ -	\$ 2,247
MEETING EXPENSES	\$ 4,000	\$ -	\$ 2,766	\$ 1,234	69.16%	\$ 2,000	\$ 328	\$ 2,579
EMPLOYEE HEALTH, WELFARE MORALE	\$ 1,000	\$ -	\$ 79	\$ 921	7.89%	\$ 500	\$ -	\$ 142
PROFESSIONAL SERVICES	\$ 28,000	\$ 867	\$ 17,920	\$ 10,080	64.00%	\$ 13,425	\$ -	\$ 6,250
MISC. EXPENSE	\$ 100	\$ -	\$ -	\$ 100	0.00%	\$ 100	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 74,370</b>	<b>\$ 5,111</b>	<b>\$ 51,562</b>	<b>\$ 22,808</b>	<b>69.33%</b>	<b>\$ 41,050</b>	<b>\$ 1,601</b>	<b>\$ 32,766</b>
<b>MARKETING/WEBSITE</b>	<b>\$ 139,937</b>	<b>\$ 10,222</b>	<b>\$ 113,658</b>	<b>\$ 26,279</b>	<b>81.22%</b>	<b>\$ 169,800</b>	<b>\$ 17,577</b>	<b>\$ 149,954</b>
<b>GRAND TOTAL</b>	<b>\$ 214,307</b>	<b>\$ 15,333</b>	<b>\$ 165,220</b>	<b>\$ 49,087</b>	<b>77.09%</b>	<b>\$ 210,850</b>	<b>\$ 19,178</b>	<b>\$ 182,720</b>

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## Attachment B

ALLIANCE FOR STRATEGIC GROWTH, INC.									
REVENUE AND EXPENSE INTERIM REPORT									
For the Period of July 2011 - June 2012									
							Percent of Contract	100%	
		ANNUAL BUDGET REVENUE	YTD ACTUAL REVENUE	% OF BUDGET REVENUE	ANNUAL BUDGETED EXPENSES	ANNUAL ACTUAL EXPENSES	% OF BUDGET EXPENSES	EXCESS REVENUE OVER(UNDER) EXPENSES	BUDGET BALANCE AVAILABLE
<b>DWD FUNDS</b>									
WIA Admin		\$ 308,440	\$ 247,126	80.12%	\$ 308,440	\$ 309,703	100.41%	\$ (62,577)	\$ (1,263)
WIA Adult		\$ 1,172,736	\$ 1,074,523	91.63%	\$ 1,172,736	\$ 1,024,523	87.36%	\$ 50,000	\$ 148,213
WIA Dislocated Wkr		\$ 1,104,765	\$ 1,004,299	90.91%	\$ 1,104,765	\$ 943,966	85.44%	\$ 60,333	\$ 160,799
WIA Youth		\$ 930,342	\$ 686,503	73.79%	\$ 930,342	\$ 737,506	79.27%	\$ (51,003)	\$ 192,836
JAG Coordinator		\$ 48,483	\$ 48,483	100.00%	\$ 48,483	\$ 48,483	100.00%	\$ -	\$ -
JAG CD		\$ 1,100	\$ 1,100	100.00%	\$ 1,100	\$ 1,100	100.00%	\$ -	\$ -
JAG Outreach		\$ 7,750	\$ 2,500	32.26%	\$ 7,750	\$ 117	1.51%	\$ 2,383	\$ 7,633
WIA Discretionary		\$ 453,000	\$ 420,000	92.72%	\$ 453,000	\$ 380,481	83.99%	\$ 39,519	\$ 72,519
Rapid Response-Key Plastic		\$ 108,220	\$ 90,000	83.16%	\$ 108,220	\$ 95,224	87.99%	\$ (5,224)	\$ 12,996
Veterans Workforce Invest Prog		\$ 80,775	\$ 72,947	90.31%	\$ 80,775	\$ 80,775	100.00%	\$ (7,828)	\$ -
Total WIA		\$ 4,215,611	\$ 3,647,481	86.52%	\$ 4,215,611	\$ 3,621,878	85.92%	\$ 25,603	\$ 593,733
YHCC		\$ 2,160	\$ 1,960	90.74%	\$ 2,160	\$ 1,960	90.74%	\$ 0	\$ 200
YHCC-New		\$ 10,500	\$ 3,000	28.57%	\$ 10,500	\$ 5,768	54.93%	\$ (2,768)	\$ 4,732
Green On-the-Job Training		\$ 506,073	\$ 326,929	64.60%	\$ 506,073	\$ 321,156	63.46%	\$ 5,773	\$ 184,917
NEG On-the-Job Training		\$ 117,479	\$ 90,000	76.61%	\$ 117,479	\$ 87,473	74.46%	\$ 2,527	\$ 30,006
Blackford County Foundation		\$ 9,500	\$ 9,500	100.00%	\$ 9,500	\$ 1,919	20.20%	\$ 7,581	\$ 7,581
Adult Basic Education		\$ 134,542	\$ 18,401	13.68%	\$ 134,542	\$ 18,681	13.88%	\$ (280)	\$ 115,861
IN Education Roundtable		\$ 8,000	\$ 8,000	100.00%	\$ 8,000	\$ 8,000	100.00%	\$ -	\$ -
Business Consultant		\$ 120,000	\$ 120,000	100.00%	\$ 120,000	\$ 120,000	100.00%	\$ -	\$ -
Wagner Peyser		\$ 373,649	\$ 359,485	96.21%	\$ 373,649	\$ 359,148	96.12%	\$ 337	\$ 14,501
Local Veterans Employment Rep		\$ 13,090	\$ 12,200	93.20%	\$ 13,090	\$ 12,275	93.77%	\$ (75)	\$ 815
Disabled Veteran Outreach Prog		\$ 9,386	\$ 8,600	91.63%	\$ 9,386	\$ 8,652	92.18%	\$ (52)	\$ 734
Unemployment Insurance		\$ 281,254	\$ 267,073	94.96%	\$ 281,254	\$ 264,365	94.00%	\$ 2,708	\$ 16,889
Total Integrated Services		\$ 677,379	\$ 647,358	95.57%	\$ 677,379	\$ 644,440	95.14%	\$ 2,918	\$ 32,939
TOTAL DWD FEDERAL FUNDS		\$ 5,801,244	\$ 4,872,629	83.99%	\$ 5,801,244	\$ 4,831,275	83.28%	\$ 41,354	\$ 969,969
TOTAL GRANTS		\$ 5,801,244	\$ 4,872,629	83.99%	\$ 5,801,244	\$ 4,831,275	83.28%	\$ 41,354	\$ 969,969
Interest Earned YTD all Accounts			\$ 233					\$ 233	\$ 233
Unrestricted Corporate Funds		\$ 5,000				\$ -		\$ -	\$ 5,000
Depreciation						\$ 19,152		\$ (19,152)	\$ (19,152)
Donated Furniture			\$ 21,544					\$ 21,544	\$ 21,544
<b>TOTAL</b>		<b>\$ 5,806,244</b>	<b>\$ 4,894,406</b>	<b>84.30%</b>	<b>\$ 5,801,244</b>	<b>\$ 4,850,427</b>	<b>83.61%</b>	<b>\$ 43,979</b>	<b>\$ 977,594</b>