

NORTH CENTRAL COUNTIES CONSORTIUM
CONTRACT CLOSEOUT PROCEDURE

All NCCC Contractors are required to submit a complete closeout package within 30 calendar day of their contract end date when the contract is not renewed for a following year. All closeout documents, including the expenditure reports, require an original signature signed by the designated signatory approved to sign the contract. (29 CFR 97.50 and Circular 133)

CLOSE-OUT

1. The Contractor will close and settle its contract and all subgrants and reconcile all financial activity related to the contract prior to the closeout with NCCC.
2. All refunds due NCCC must be made before closeout or when the contract final invoice is submitted.
3. All unclaimed/uncashed checks must be reconciled and are the responsibility of the Contractor.
4. Contractor should attempt to minimize late claims, as costs not incurred prior to the expiration of the contract close may not be paid.
5. Reconciliation of fiscal records must be completed to ensure that expenditures are equal to or less than the contract budget, and that cash received, appropriately adjusted, equals expenditures. (Attachment A)
6. A Contractor Closeout Tax Certification must be filled out and signed by an authorized signatory (Attachment B)
7. Program income earned should be fully expended or must be refunded to NCCC.

EXPENDABLE/NON-EXPENDABLE PROPERTY

1. All expendable property, purchased with WIA funding, including but not limited to supplies, equipment, furniture and participant materials which are left over when the contractual agreement with NCCC ends, shall be transferred in accordance with NCCC's direction and timelines. (Attachment C)
2. All expendable and non-expendable property, purchased with WIA funding shall be accounted for and offered to NCCC or an NCCC designated service provider prior to the contract's end.

RECORD RETENTION

1. Contractors must retain all records of each WIA allocation/expenditure for a period of three years from the date of their last expenditure report submitted to North Central Counties Consortium. If any litigation, claim, or audit is started before the expiration of the three-year period, ALL records must be retained until all findings have been resolved and final action taken. Refer to the appropriate CFR. (29 CFR 97.42 or 29 CFR 95.53.)
2. Participant records shall be made available, including review and transfer as needed, to NCCC or an NCCC designated service provider prior to the contract's end date.
3. If the Contractor ceases operation or goes out of business prior to the end of all record retention requirements, all WIA records shall be transferred to NCCC.

All NCCC contract records shall be held at a secure location. The name and address of the record repository shall be communicated in writing with NCCC. The records shall not be moved without notice to NCCC.

AUDIT

Responsibility for the final audit of NCCC contracts remains with the Contractor. Exceptions may be made considered on case-by-case basis.

ATTACHMENT A

Reconciliation of Cash/Expenditures

RECEIVED AND EXPENDED

NCCC Contractor _____

Date

Fiscal Year _____

DATE

AMOUNT

DATE	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Cash Received

Total Invoices

Accrued Expenditures (attach list)

Due to (from) NCCC

Authorized NCCC Contractor Signature

Date

ATTACHMENT B

NCCC CONTRACTOR CLOSEOUT TAX CERTIFICATION

Fiscal Year _____

In the performance of the contract with North Central Counties Consortium, I certify that I have complied with all legal and NCCC requirements regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and reporting of Federal, State, and local taxes; and the provision of W-2 forms to employees who are not now my employees (formerly employed under the contract), W-2 forms will be furnished as specified in Circular E, **Employer's Tax Guide**.

Authorized Signature: _____

Name of Contractor: _____

Address: _____

ATTACHMENT C

NCCC CONTRACTORS
SUPPLY INVENTORY CERTIFICATION

All expended/unexpended property, such as paper, desktop supplies, computers, laptops, furniture etc purchase with WIA funding must be transferred to NCCC or an NCCC designated service provider.

I agree that all inventory purchased by WIA funding has been transferred NCCC or an NCCC designated service provider.

Signature of Authorized NCCC Contractor Official

Date