# WEDC AWARD RECIPIENT REPORTING GUIDE

## WEDC GRANTS & LOANS

# Welcome to WEDC

Thank you for working with WEDC and committing to being a part of economic development here in Wisconsin. Your efforts play a vital part in our state's economy.

This packet contains information on how to comply with WEDC's requirements as outlined in your contract. These requirements are based on statutory requirements and our Agency guidelines.

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**These documents are for reference only.**
**Please refer to your contract for the terms of your award.**

# WEDC Online Reporting Information

Network Wisconsin is WEDC's online reporting portal. Performance Reports and Schedules of Expenditures (SOEs) must be submitted online through Network Wisconsin. Identified representatives of your organization will receive an automated invitation to register for the portal (if not already registered), email notices prior to each report's due date, and past due notices if a report is overdue.

The following roles are required to be identified for your organization to have access to submit reports in Network Wisconsin:

1. Performance Reporting Designee: This role is the individual who will prepare a Performance Report.
2. Financial Contact: This role is the individual who will prepare the Schedule of Expenditures (SOE).
3. Principal Director: The Principal Director is an individual who is authorized to review and approve reports on behalf of the organization, attesting that all the information provided is correct. Per Wis. Stat. § 238.03(2)(c), a prepared report must be submitted by the recipient's authorized director or principal officer.

Existing Network Wisconsin users will see tasks listed on the home page of Network Wisconsin. Users without an existing account in Network Wisconsin will be emailed an invitation to register for the portal within 24 hours of being added to one of the roles listed above by either their WEDC account representative or someone within their organization.

Every WEDC agreement contains project start and end dates, a table of eligible planned project expenditures, and additional project-specific contractual obligations. Included in the contract is a "Schedule of Reporting" which will detail the required reporting periods and due dates throughout the project.

Depending on the type of assistance, reports may also require the submission of supporting documentation for use in supporting and validating the information submitted.

## Performance Reporting Process

The Performance Reporting process has two parts:

1. Submission by the Recipient in the Network Wisconsin portal, including the Principal Director's attestation and approval.
2. Processing and Approval by WEDC's Financial Servicing Team.

The Reporting process generally follows these steps:


45 to 60 days prior to a report's due date, the Performance Reporting Designee will receive an emailed notice from Network Wisconsin.

The Performance Reporting Designee will use the link provided in emailed notice to access the report in Network Wisconsin. The online interface provides instructions on how to complete the required forms. Once the Performance Reporting Designee completes the report, the Principal Director is emailed a link to access the Network Wisconsin portal and review and approve the report.

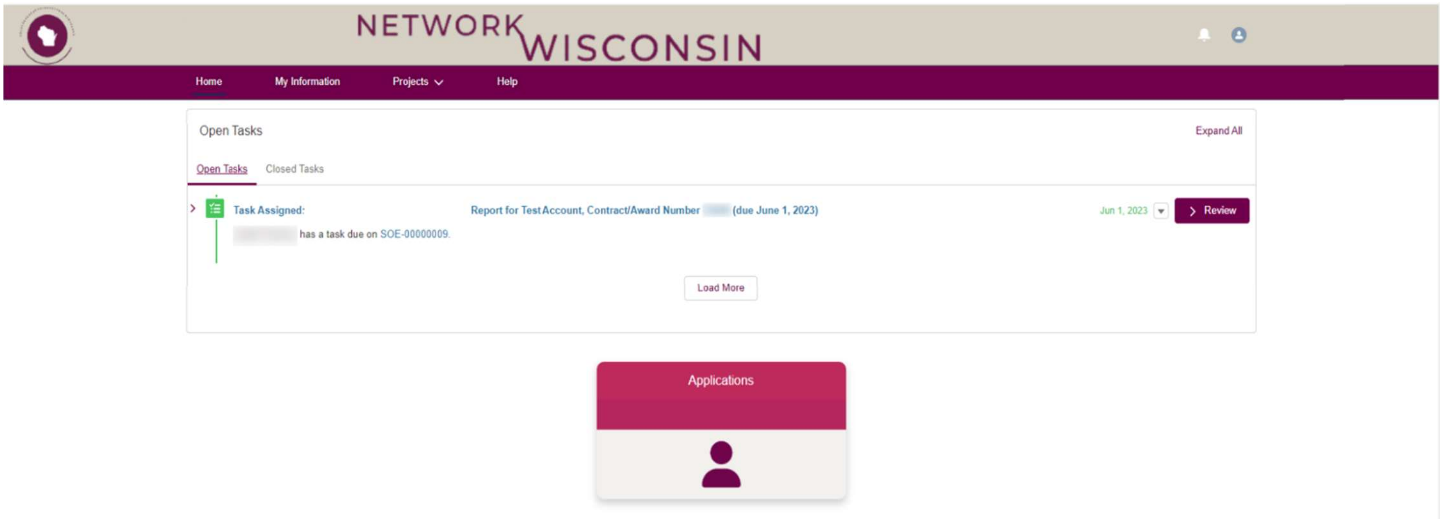
Upon receipt of a completed and signed Performance Report, WEDC will review the information for acceptance and approval. The report will be 'rejected' back to the Performance Reporting Designee if additional information is needed. The Performance Reporting Designee should log-in to Network Wisconsin, correct the information, resubmit the report, and the Principal Director will approve and submit the report again.

The Performance Reporting Designee receives an automated email from Network Wisconsin when the report is approved by WEDC staff.

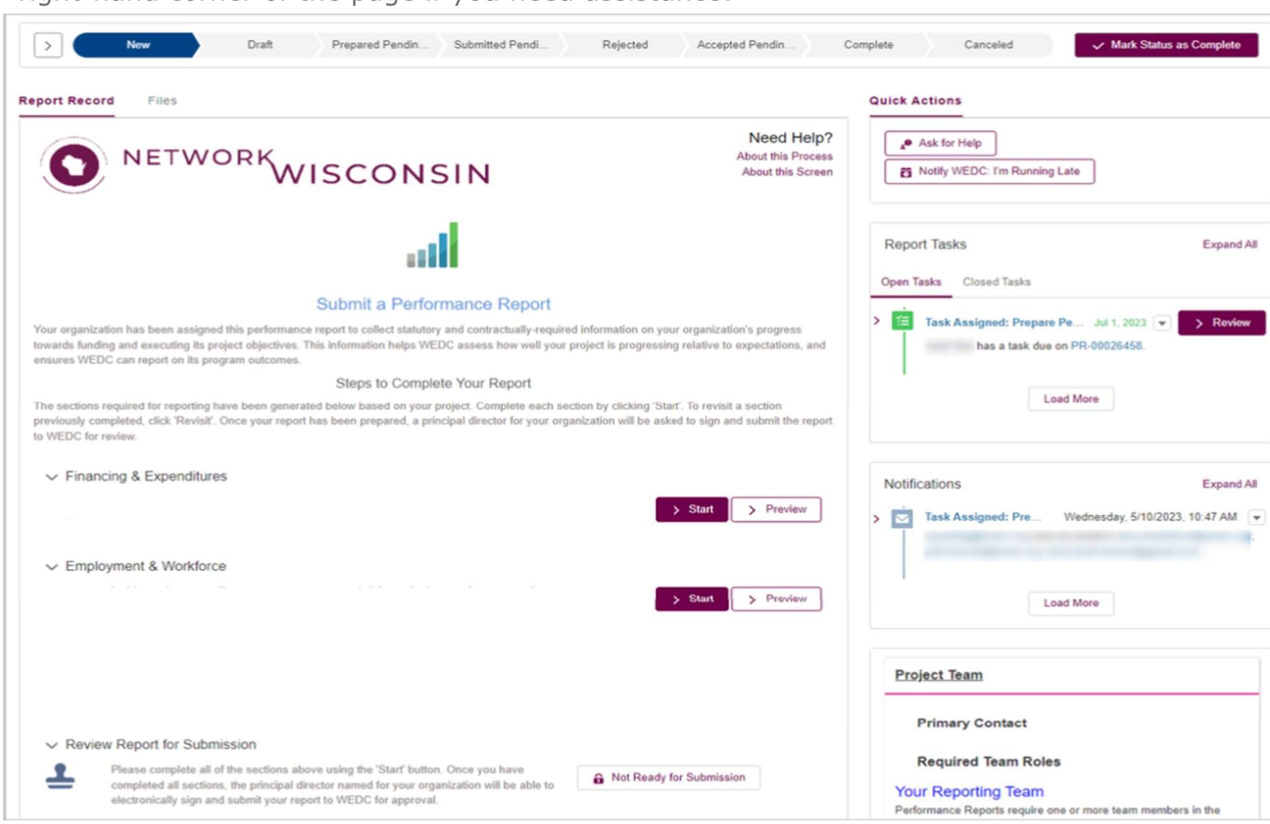
# Project Performance Report Example

**Please note**: As projects vary, your Performance Report may differ from the instructions below. Your Performance Report and contract should be used as the authority regarding what supporting documents to include. Below are examples of what a Performance Report will generally look like.

*Home page* with assigned task(s) listed. Select a reporting task to begin:




*Preparing the Performance Report.* The "Steps to Complete your Report" directly relate to the deliverables outlined in your Agreement. Each section has related instructions in the upper right-hand corner of the page if you need assistance:



## Schedules of Expenditures Process

Schedules of Expenditures (SOEs) are annual submissions made by recipients of WEDC grants and loans collected per Wis. Stat. § 238.03(2). SOEs are required for any grant or loan where $100,000 or more was awarded.

SOEs are due 120 days after the recipient's fiscal year end and are required annually until all WEDC funds and matching funds are reported on. An award recipient may return or lapse WEDC funds to reduce the amount of reporting required.

Any fiscal year in which a recipient expends award funds an Independent Accountant's Report (IAR) issued by a third-party independent certified public accountant (CPA) is required. The CPA must provide an unmodified opinion that the WEDC and matching funds expenditures for the period being reported were expended in accordance with the contract.

WEDC requires CPAs to follow Attestation Engagement Standards of the American Institute of Certified Public Accountants (AICPA) to conduct the review and issue the IAR (AICPA Sec 101. T Sec. 901).

In cases where the award recipient is an organization require to perform Single Audits for other state or federal purposes, WEDC will accept the Single Audit as an alternative to the IAR if the WEDC award and matching funds are explicitly identified in the Single Audit.

CPA engagements such as agreed-upon procedures may be acceptable, at WEDC's discretion, depending on the testing criteria used by and type of opinion issued by the CPA.

The Recipient's identified Financial Contact will be emailed a notice stating than an SOE is coming due from Network Wisconsin within 30 days of the Recipient's fiscal year end. If WEDC Funds were expended in the fiscal year being reported, the recipient should immediately engage a CPA to ensure an on-time submission.

The Financial Contact will complete a short expenditures table of WEDC and matching funds expended in the fiscal year in Network Wisconsin. The expenditures categories automatically populated in Network Wisconsin are based on the Agreement. The Recipient's CPA must perform a review of the expenditures reported in the table and issue an IAR, containing an opinion, which the Financial Contact will upload in Network Wisconsin.

Once the Financial Contact completes the report, the Principal Director is emailed a link to access the Network Wisconsin portal and review and approve the report.

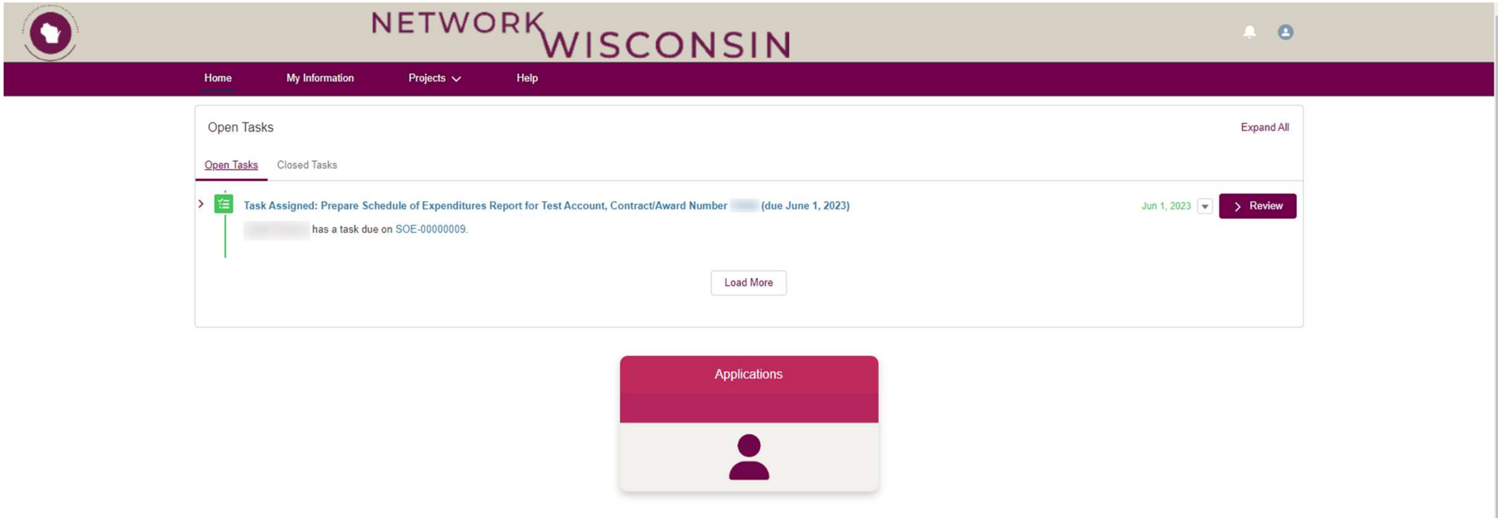
Upon receipt of a completed and signed SOE, WEDC will review the information for acceptance and approval. The report will be ‘rejected’ back to the Financial Contact if additional information is needed. The Financial Contact should log-in to Network Wisconsin, correct the information, resubmit the report, and the Principal Director will approve and submit the report again.

The Financial Contact receives an automated email from Network Wisconsin when the report is approved by WEDC staff.

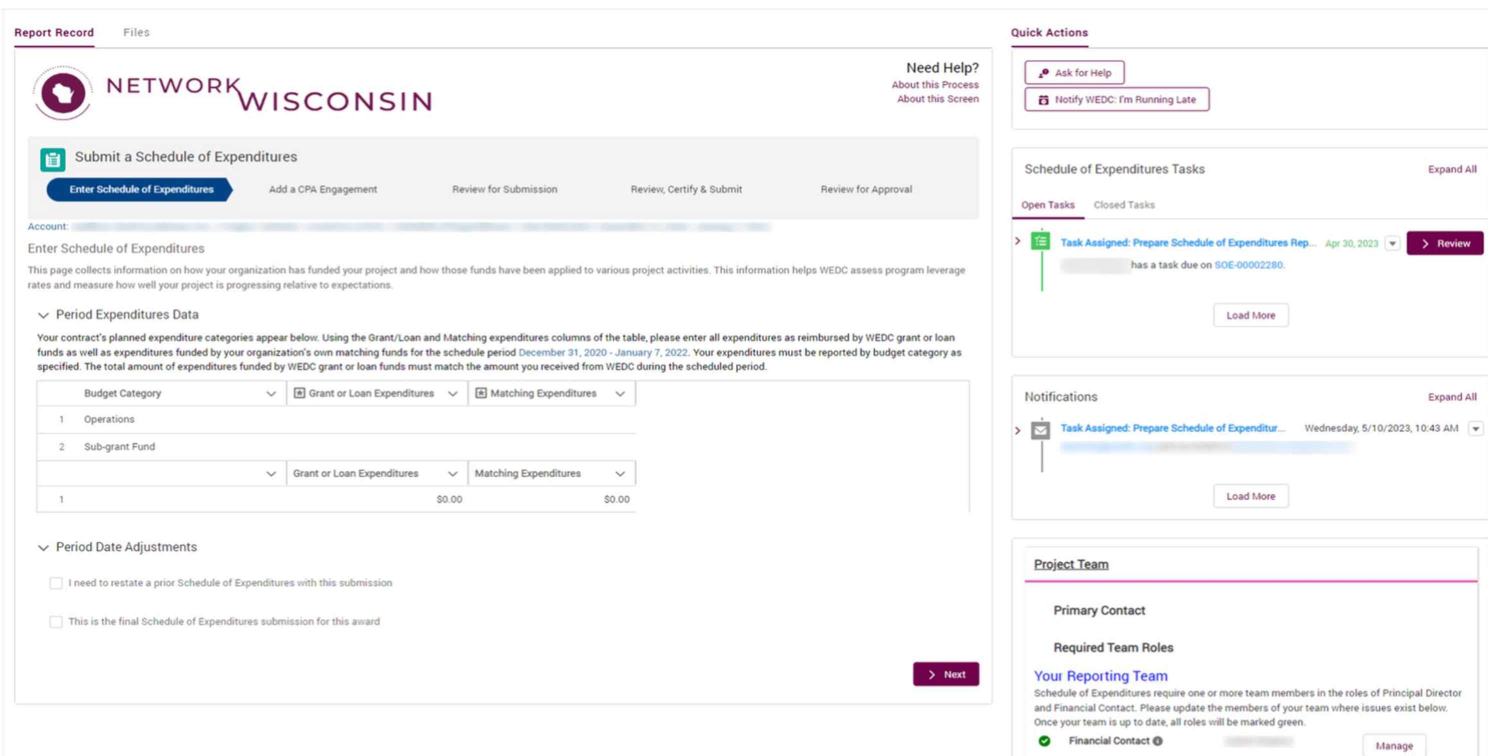
If the SOE and IAR did not cover all WEDC award and Matching funds as detailed in the Expenditures table of the Agreement, a future SOE for the following fiscal year will be scheduled. SOEs are required annually until all WEDC and Matching funds are reported by the Recipient and attested to by an IAR.

# Schedules of Expenditures Example

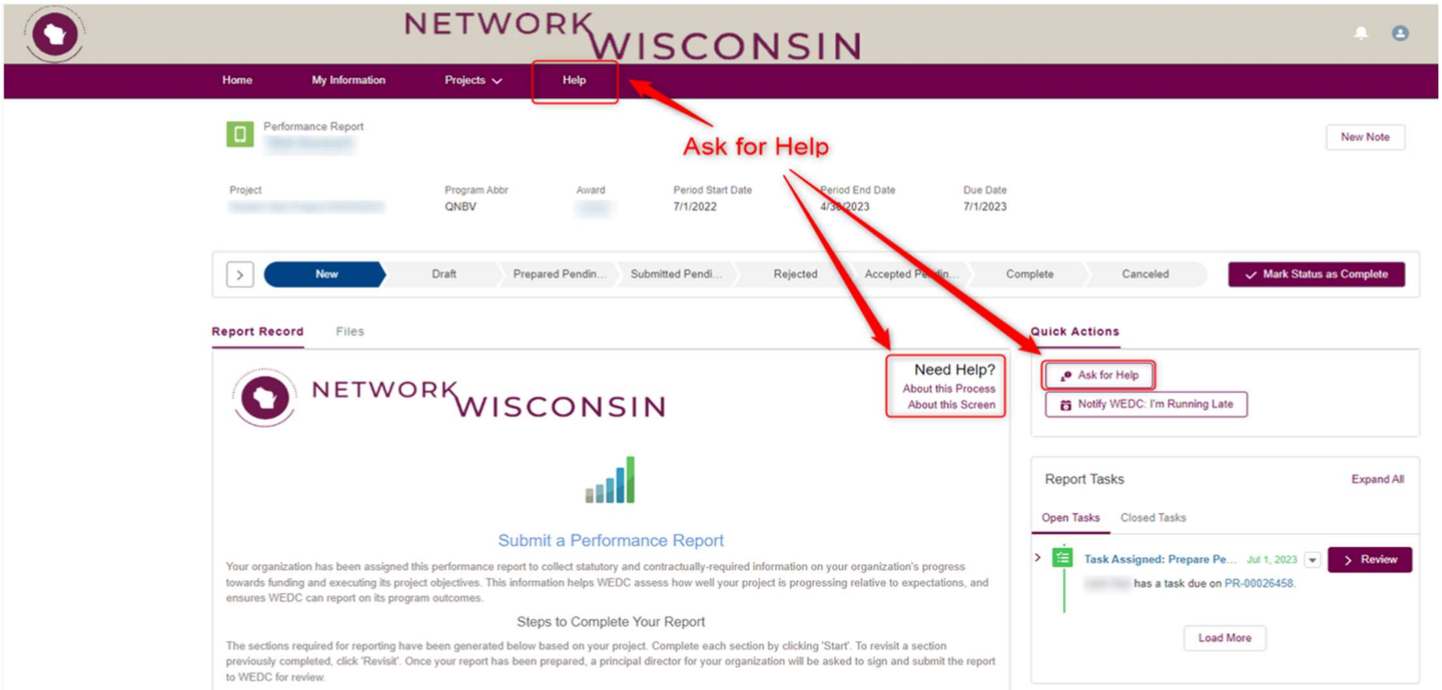
Home page with assigned task(s) listed:




Preparing the Schedule of Expenditures:



## Asking for Help



## Requesting Funds

Refer to your Agreement's "Exhibit A" for a copy of the Request for Payment template, and terms and conditions:

1. Submit Exhibit A: Request for Payment and all required supporting documentation to disbursements@wedc.org
2. For efficient processing, prepare and submit a summary spreadsheet listing all invoices, proof of payment, use of funds, and requested amounts with your supporting documentation.
3. Payments are generally issued on a first come, first served basis based on the date WEDC receives the completed documentation of the Exhibit A: Request for Payment and all required supporting documentation.
4. We will not accept incomplete requests. If incomplete, you will be notified of what is missing and will have to submit a new request once all documentation is complete.
5. *‼ - Do not email documents containing Personally Identifiable Information (PII), such as Social Security Numbers, to WEDC.*