



Financial Management Systems

Documents to submit:

- Accounting/Financial Policies and Procedures

Accounting/Financial Policies should address the following topics:

1. Resolving audit findings
2. Approval and documentation of expenditures
3. Delegation of authority
4. Cash management/Check issuance
5. Bank reconciliation
6. Travel
7. Financial reporting
8. Payroll
9. Cost allocation
10. Match requirement
11. In-kind contribution
12. Program income
13. Property management
14. Self-monitoring of source documentations and financial records
15. Budget to actual comparisons

- Chart of Accounts
- Most recently reconciled bank statement for the operating account

PER Preparation Procedures

Documents to submit:

- PER Preparation Procedure

Conflict of Interest Policy

Documents to submit:

- Conflict of Interest Policy

Procurement/Purchasing

Documents to submit:

- Procurement Policy

Whistleblower Policy

Documents to submit:

- Organizational Whistleblower Policy

Document Retention and Destruction Policy

Documents to submit:

- Document Retention and Destruction Policy

Fidelity Bond (if applicable)

Documents to submit:

- Full insurance policy

Program Income (if applicable)

Documents to submit:

- Accounts receivable balance by partner

Sub-Awards (if applicable)

Documents to submit:

- Subaward agreements
- Subaward monitoring policy and plan
- Policies related to eligibility and selection of subawardees

Property Standards Equipment (if applicable, Fixed grants N/A )

Documents to submit:

- Inventory of equipment purchased with federal funds
- Proof of Insurance for equipment

Living Allowance Distribution (if applicable, Cost Reimbursement grants N/A )

Documents to submit:

- Back up documentation for 2-5 members for the previous grant year. Grants Officer will provide guidance on submission requirements prior to the monitoring visit.

In-Kind Match (if applicable, Fixed grants N/A)

No documents to submit