The following documentation is required to conduct the review, please make the material available during the first day of the visit. Please note that there is no need to make separate copies outside of the originals unless requested. Please let me know if you have questions with anything on this list.

**Program** Documentation includes any program policies, curriculum, procedures or manuals developed for the program and participant files (chosen from the list)

**Fiscal and Administrative** Documentation includes:

1. Copy of organizational chart including staff names and position descriptions –
2. Copy of the organization’s policies and procedures for:
   - Personnel
   - Compensation and Fringe Benefits
   - Code of Conduct
   - Payroll
   - Budget Management
   - Cash Management – funds request, funds obligation, disbursement,
   - Petty cash
   - Procurement
   - Property/Equipment Management
   - Approved Cost Allocation Plan / indirect cost rate
   - Financial Reporting
   - Record Retention
   - Monitoring & Monitoring Resolution
   - Audit Resolution
   - Equal Opportunity
   - Complaints and/or Grievances – filing and resolution (Civil Rights)

3. Copy of the audit report of the last single audit completed (A-133)
4. Copy of the monitoring schedule including status, results of the monitoring reviews and corrective action plan
5. Copy of Chart of accounts (quarter ending 9/30/12)
6. Copy of approved annual fiscal year grant budget and actual budget

In additions, the supporting documentation for the following activities should be readily available: disbursements, cash requests, and payroll timesheets.