



Please use this checklist to prepare for Monitoring and make sure documents are provided to your monitor according to the stated timeline.

| MONITORING CHECKLIST | |
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| THESE DOCUMENTS MUST BE SENT TO YOUR LEAD MONITOR <u>1 WEEK</u> AHEAD OF THE SCHEDULED MONITORING. | |
| Preparedness/Responsiveness will be evaluated as a monitoring standard based on the timely submission of all documents listed in the Monitoring Initiation Letter, in accordance with the schedule outlined in that letter. | |
| DOCUMENTS | NOTES |
| <input type="checkbox"/> Invoices | Check the dates when invoices were submitted. Invoices should be submitted within 60 days of the service date, or within the specific timeframe stated in your contract. |
| <input type="checkbox"/> Payroll | Provide proof that payroll taxes were paid. This can be either a canceled check or a statement/invoice from your payroll company showing that payroll taxes for the quarter have been paid. |
| <input type="checkbox"/> Agency-wide Budget | Your agency-wide budget should show the total revenue and expenses for each program, including programs with multiple funding sources. Budgets that are only organized by funding sources do not meet the requirement. |
| <input type="checkbox"/> Cost Allocation Plan | The City requires a written cost allocation plan that describes how shared costs are charged, and the logic behind the percentage allocation. |
| <input type="checkbox"/> Audited Financial Statements | Submit your most recent audited financial statements. Audits must be completed within 9 months after the end of your fiscal year. If your audit is still in progress, please provide: 1. a copy of the engagement letter 2. timeline for completion 3. the prior year's audit (if not previously submitted) |
| <input type="checkbox"/> Financial Reports | Provide your most recent year-to-date Balance Sheet and Profit and Loss Statement. These reports must be current—updated and reconciled within the last three months. |
| <input type="checkbox"/> Fiscal Policies and Procedures | Provide a copy of your organization's Fiscal Policies and Procedures, including any version history or revision log that shows when the policies were last reviewed or updated. Policies are required to be reviewed whenever there is a change in leadership and should also be reviewed at least every two years even if no updates are made. |
| <input type="checkbox"/> Board minutes that show the Board approved the current agency-wide budget | Have the Board meeting minutes that show approval of your current agency-wide budget available and clearly marked for review before your monitoring date. |
| <input type="checkbox"/> Board minutes that show financial reports were shared with the Board at least quarterly | Have the Board meeting minutes showing that financial reports were shared with the Board at least once per quarter available and clearly marked for review before your monitoring date. |
| <input type="checkbox"/> Board minutes that show the Board reviewed the most recent audit within the fiscal year | Have the Board meeting minutes that show the Board reviewed and discussed the most recent audit within the current fiscal year available and clearly marked for review before your monitoring date |