**This check list is optional.\*** It is meant as a guide for subrecipients who are completing a financial report verification. Subrecipients may use this check list for self-reference only or to submit it as supplemental documentation with the financial report.

*\*Your fund coordinator may choose to require that you submit this check list with your documentation.*

|  |  |
| --- | --- |
| **Financial Report #:** | |
| **Employee compensation (salaries, wages, bonuses, overtime, and other compensation) and fringe benefits (workers compensation, payroll taxes, insurance, savings or retirement plans)** | |
| Documentation   * Employee payroll timesheets * Employee paystubs * EFT deposit acknowledgement or canceled paycheck * Payroll service receipt (detail of funds withdrawn) * Payroll register or journal * Budget vs. actual report (optional) | |
| Identify how timesheets are submitted (on paper or with a digital time tracking tool; daily, weekly, monthly). Describe: | |
| Yes  No | **Timesheets** for each employee assigned to the grant fund are provided; timesheets reflect employee name, pay period, date worked, day worked, hours worked and total work week hours; timesheets distinguish how long employees spent on different projects, tasks, or grant funded projects; timesheets are signed by the employee and manager; payroll authorized/approved; employee time and pay matches with programmatic report. |
| Yes  No | **Paystubs** for eachemployee assigned to the grant fund are provided; paystubs reflect before and after-tax deductions, federal and state current and year to date tax withholdings, current and year to date hours and earnings, employer paid benefits (insurance, retirement savings plans, flexible spending accounts, health savings accounts). |
| Yes  No | **Payroll register** demonstrates gross wages and salaries, payroll deductions, and records of fringe benefits; employee time and pay are allocated to appropriate cost centers; payroll journals are acceptable, but may offer less detail than payroll registers. |
| Yes  No | If provided,the **budget vs. actual report** demonstrates spending for employee compensation and fringe benefits are on track for the grant fund. |
| Comments about employee compensation and fringe benefits: | |

| **Contracts and subawards** | |
| --- | --- |
| Documentation   * Copies of invoices and/or itemized receipts from contractor or subaward recipients; invoices must describe hours worked, hours billed, billing rate, and/or costs of purchased goods and services * Proof of payment (cancelled check, credit card statement) * The fund coordinator may also request a copy of signed contract or subaward and/or proof of bidding process | |
| Yes  No | Invoice has contractor or subaward recipient’s name, transaction date, amount paid, description of purchase or services; invoice describes hours worked and hours billed. |
| Yes  No | Goods and services billed are verified and delivered according to the contract or subaward requirements and budget. |
| Comments about contracts and subawards: | |

| **Training (registration fees, travel costs, lodging costs, meals)** | |
| --- | --- |
| Documentation   * Travel authorization and authorization for travel advances * Training or conference registration and agenda; certificate of attendance * Travel expense report * Invoices and itemized receipts for lodging, airfare, car rental, other ground transportation (with dates of stay, room charges, and taxes); mileage log and meal per diem calculations * Proof of payment for conference registration, lodging, airfare, car rental, other ground transportation (cancelled checks or credit card statement) | |
| Yes  No | Documentation is sufficient to approve costs identified on the financial report (excluding costs for meals provided at the conference or training); per diem rates are in accordance with the subrecipient’s policy or [www.gsa.gov](http://www.gsa.gov). |
| Comments about training: | |

| **Emergency services** | |
| --- | --- |
| Documentation   * Purchase request approvals signed by the authorized official * Purchase orders * Invoices and itemized receipts * Cancelled checks | |
| Yes  No | Documentation is sufficient to approve costs identified on the financial report. |
| Comments about emergency services: | |

| **Program income and cost sharing (match)** – the process for accounting program income and cost sharing (match) is the same as when accounting for grant funds | |
| --- | --- |
| Documentation   * Same as documentation required for employee compensation and fringe benefits, training, emergency services, other services, and direct, indirect and deminimis costs | |
| Yes  No | Documentation is sufficient to approve costs identified on the financial report. |
| Comments about program income and cost sharing (match): | |

| **Other services (travel, rent, capital outlay, other)** | |
| --- | --- |
| Documentation   * Purchase request approvals signed by the authorized official * Purchase orders * Invoices and itemized receipts * Cancelled checks | |
| Yes  No | Documentation is sufficient to approve costs identified on the financial report. |
| Comments about other services: | |

| **Direct, indirect, or deminimis costs** (see general items check list above) | |
| --- | --- |
| Documentation   * Federally negotiated indirect cost rate agreement * Cost allocation plan | |
| Yes  No | Direct costs can be easily identified as benefiting a particular program or cost center. |
| Yes  No | Deminimis cost rate is applied appropriately and in accordance with the subrecipient’s cost allocation plan; if available, a cost allocation plan is uploaded and saved to EGrants under the organization profile, grantee documentation page. |
| Yes  No | Indirect cost rate is applied appropriately and in accordance with the terms of the federally negotiated rate; indirect cost rate agreement is uploaded and saved to EGrants under the organization profile, grantee documentation page. |
| Comments about direct, indirect or deminimis costs: | |

| **General items** | |
| --- | --- |
| Yes  No | The **subrecipient certifies** in EGrantsthat the reported expenses and source documentation are true, complete, and accurate; **source documentation is complete and adequate** to conduct the financial review. |
| Yes  No | **Expenditures are** **allowable and in accordance with the approved grant**; current and cumulative expenses **do not exceed** **the budget** subcategories and total approved budget. |
| Yes  No | **General ledger** provides a list of all transactions for the current invoicing period; supporting **journals or subsidiary ledgers** are sometimes used to identify transactions by fund; all source documentation matches transactions listed in general ledger or supporting journal. |
| Yes  No | Uses **distinct cost centers** to record program and management functions; if provided, a chart of accounts shows cost centers and codes. |
| Yes  No | If no federally negotiated cost rate agreement, the subrecipient has a written **cost allocation plan** explaining in detail the methodology used for allocating various types of costs, including those that are direct and indirect. |
| Yes  No | Has a **financial management/accounting system** and/or uses software. |
| Yes  No | **Financial management policies and procedures** are in place (cash management, drawdowns, disbursements and payments, grant expenditures and documentation, procurement, timesheets and payroll (including time to various cost centers), travel (including authorization/approval, limits, documentation of expenses), check issuance and bank statements, source and accounting for match, segregation of duties, assets (property management) and liabilities). |
| Yes  No | Follows procedures for **financial/fiscal management responsibilities** (who receives, reviews, approves, and retains vouchers, invoices, and other source documentation and how expenses are coded in the financial management system). |
| Yes  No | Maintains **internal controls and delegation of duties** to officials authorizing them to commit, prepare, review, approve, sign, issue, and record commitments and/or obligating documents (e.g. purchase orders, contracts, agreements, travel, equipment, supplies, professional services, checks). |
| General comments: | |