

PY19 Fiscal Monitoring Documentation Request

The following financial records shall be made available through the fiscal monitoring SharePoint site, with each file labeled consistently with the requests below preceded by the fiscal year and Local Area's name (ex: PY 19 Little Rock Workforce Development Board- General Ledger). These files will be posted in SharePoint by September 30, 2019:

- Copy of the following records from July 1, 2018 to current date:
 - General Ledger (include all funds in excel format)
 - Check Register (include all funds in excel format)
 - Payroll Register (include all funds in excel format)
 - Bank Statements (include monthly reconciliation worksheets and supporting documentation for all funds)
 - Budget to Actual Analysis
 - Board Meeting Minutes (up-to-date)
 - Internal and Subgrantee Monitoring Report(s)
 - Supporting Documentation for each quarter-ending Monthly Expenditure Report
- Copy of all that applied during PY19. If changes to the information occurred during the year, please indicate in the file name the effective period.
 - Approved Indirect Cost Rate and Cost Allocation Plan
 - Chart of Accounts
 - Financial Policies and Procedures (including cash management, procurement, leave, travel, etc.)
 - One-Stop Policies and Procedures
 - ITA Policies and Procedures
 - Work Experience Policies and Procedures, if applicable
 - OJT Policies and Procedures, if applicable
 - Supportive Services Policies and Procedures , if applicable
 - Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) signed by all partners
 - Employee List and Job Descriptions
 - Inventory List

The following financial records are requested to be available during our on-site visit:

- Bank Collateralization
- Lease Contract Agreement(s)
- Sub-grant Agreement(s)
- List of Training Providers
- Training Providers Contract Agreement(s)
- Other Contract Agreement(s)
- Management Letter (A-133)
- List of Equipment Purchases, if applicable
- Petty Cash Reconciliation and Supporting Documentation
- List of Board Members and Disclosure Statements
- Employee Handbook
- Insurance and Bonding

Invoices, receipts, payroll records, and other supporting documentation requested on-site