

AMERICORPS SITE VISIT FISCAL CHECKLIST

General Information

Program Name: _____

Program Director: _____

Fiscal Manager: _____

Date of Visit: _____

Serve Idaho Reviewer: _____

FINANCIAL POLICIES AND PROCEDURES

1. The program has had changes in the fiscal staff since the last site visit?

Yes No **If yes, please explain.**

2. The program has changed the written financial management policies and procedures manual since the last site visit?

Yes No **If yes, please explain.**

3. The program maintains supporting documentation for all expenditures, providing a clear audit trail.

Yes No **If no, please explain.**

(See Ledger paper)

4. The program accurately distinguishes receipts and disbursements attributable to the grant from those non-attributable.

Yes No **If no, please explain.**

5. The program ensures that grant funds do not inappropriately supplant or duplicate other funds.

Yes No **If no, please explain.**

6. The program is accounting for federal/non-federal funds separately.
(This does not mean separate accounts)

Yes No **If no, please explain**

7. The program, when using a consultant, does not exceed the daily consultant fee.

Yes No NA **If no, please explain.**

8. The administrative costs charged to the Corporation are within the 5.26% cap.

Yes No **If no, please explain.**

9. The program obtains prior written approval, when required, for budget changes.

Yes No **If no, please explain.**

10. Has the program earned income as a direct result of the program's activities?
If yes, has income been used to finance the required match?

Yes No

11. The program has adequate liability insurance in place for the organization, employees and members.

Yes No **If no, please explain.**

12. Program has accurate and up-to-date documentation showing Workers Compensation coverage for members.

Yes No **If no, please explain**

13. The AmeriCorps Members living stipends are not based on hours served.

No they are not Yes they are

14. The AmeriCorps members do not receive higher monthly living stipend/benefits if they start their term of service late or they do not receive a lump sum if they finish their term of service early.

No they do not Yes they do

15. Program submits financial reports on time and accurately.

(See FFR spreadsheet)

Yes No **If no, please explain**

16. Program has accounting records consistent with information on the FFR?

Yes No **If no, please explain**

MATCH REQUIREMENTS

1. The program meets the matching requirements.

Yes No **If no, please explain.**

2. In-kind reported by the Site Supervisor is their actual wage and benefits for the time spent supervising and/or training the AmeriCorps Member?

Yes No **If no, please explain.**

3. The reported cash and in-kind donations are identified as federal or non-federal funds?

Yes No