

**SERVE IDAHO  
SITE VISIT TESTING GRID**

**Staff timesheets**

Staff Member	A	B	C	D

**Test Legend:** (pursuant to program policy, note and test any different procedures)

- A** = Timesheets are certified by employee and supervisor
- B** = Time is correctly calculated
- C** = Time is allocated between projects or funding sources (if applicable)
- D** = Time is recorded in ink

**Tickmark Legend:**

- \_\_\_ Met testing criteria
- \_\_\_ Timesheet not signed by employee
- \_\_\_ Timesheet not signed by supervisor
- \_\_\_ Timesheet signed by supervisor before employee signed
- \_\_\_ Hours not calculated correctly
- \_\_\_ Timesheet missing
- \_\_\_ Time is not allocated between projects or funding sources
- \_\_\_ Timesheet is recorded in pencil

**Sampling Plan:**

The universe for this sample is all Staff timesheets for the \_\_\_\_\_ AmeriCorps program.

There are \_\_\_\_\_ Staff working with this program who complete time sheets every \_\_\_\_\_ weeks. We are including all timesheets from the period \_\_\_\_\_.

Serve Idaho determines that a sample size of \_\_\_\_\_ will sufficiently determine if internal controls are adequately working.

Sample size will be no less than 5% and may be considerably more due to small staff size.