First impressions...

Jot down the first thing that enters your mind when you read the phrase “Financial Self-Monitoring”.
Financial Self-Check

AmeriCorps State and National Symposium 2016
Content is based on...

- Federal laws and rules
- CNCS regulations
- CNCS grant terms and conditions
- GAAP
Session Objectives

• Expand knowledge and skills
• Enhance current practices
Why Self-Monitoring?

- Ensure compliance
- Identify issues
- Determine T/TA needs
- Safeguard funds
- Follow up on corrective actions
Self-Monitoring Framework

- Regulations
- Notice of Grant Award
- NOFO/NOFA

Self-check practice against requirements.
Three Stage Risk-Based Approach

Prevent

Detect

Enforce
Which Tool?

5. Unallowable Costs

5a. Unallowable Costs

Only allowable services supporting grant objectives are charged as direct costs of the grant as approved in the budget.

The costs for travel, meals, conferences, training, and other incidental costs conform to OMB principles and the organization’s policies limiting these costs. Documentation includes the content of the event to which these costs are related and participants.

Travel costs, including transportation, lodging, subsistence, and other costs associated with travel status, are charged to the grant, even if travel is essential for carrying out grant objectives and when costs do not exceed charges allowed by the organization in its normal operations.

The costs identified as unallowable by federal circular, statute, regulation, or prohibited by the grant agreement are not charged to the grant.

6. Records Retention

Financial records, supporting documents, statistical records, and all other records pertinent to grants are retained for a period of three years after the submission of the final expenditure report, the required annual report, or the record was used in response to an auditors finding.

Site Visit Program Records Review Checklist

<table>
<thead>
<tr>
<th>List Document Reviewed</th>
<th>Comments</th>
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V. CURRENT YEAR MEMBER FILE REVIEW (A MINIMUM OF 15% OR 5 SHOULD BE REVIEWED—WHICHEVER IS GREATER)

MEMBER NAME (LIST)

APPLICATION/ENROLLMENT FORM

AMERICORPS APPLICATION

Enrollment form signed and dated by Member & Program Official prior to start of service.

EVIDENCE OF AGE/EDUCATION/PARENTAL CONSENT

Proof of Age** (Driver’s License, Birth Certificate, etc.)

HS Diploma or Written Declaration/GED Certificate or Agreement to Obtain/Supporting Independent Evaluation if Unable to Obtain HS Diploma or GED

Written Parental Consent (if under 18) dated prior to enrollment date.

DOCUMENTATION OF CITIZENSHIP, NATURALIZATION, RESIDENT ALIEN STATUS

I-9 FORM

DOCUMENTATION** (SEE ATTACHED I-9 FOR LIST)

EVALUATIONS
National Service
Criminal History Checks

On time. Every time.

• NSCHC Documentation Checklist
• NSCHC Component Assessment
• NSCHC Procedures Assessment
Putting It Together

• What issues, if any, do you see?
• What actions should be taken?
• Who is responsible for the actions?
TO ERR IS HUMAN!

TO FORGIVE IS A 30% PENALTY...
What Next???
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<tr>
<td>System For Award Management</td>
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<td><a href="http://www.dpm.psc.gov">www.dpm.psc.gov</a></td>
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<td>GuideStar</td>
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