



Senior Corps Compliance Monitoring Site Visit

Fiscal Source Documents

In preparation for the compliance monitoring, please be sure the following documents are available.

Volunteer Support Expenses

Salaries/Benefits:	<input type="checkbox"/> Time and attendance records signed by authorized official or, as appropriate, time studies <input type="checkbox"/> Payroll check register which reflects gross salary, deductions, and net salary
Local/Long Distance Travel:	<input type="checkbox"/> Travel vouchers, signed by employee and authorized supervisor, showing mileage, when applicable; dates traveled and purpose for travel.
Equipment:	<input type="checkbox"/> Authorized purchase orders <input type="checkbox"/> Invoices showing description, cost and date purchase made.
Supplies:	<input type="checkbox"/> Invoices showing description, cost, and date purchase made.
Contractual Services:	<input type="checkbox"/> Authorized purchase orders <input type="checkbox"/> Signed contracts which describe in detail services rendered or to be rendered and that services are within the scope of grant award <input type="checkbox"/> Invoices, as applicable
Insurance:	<input type="checkbox"/> Insurance policy showing coverage and cost <input type="checkbox"/> Invoices, as applicable
Communication:	<input type="checkbox"/> Invoices showing description, date, and cost <input type="checkbox"/> Itemized phone bills
Printing:	<input type="checkbox"/> Invoices showing description, date and cost
Space:	<input type="checkbox"/> Invoices showing description, date covered and cost <input type="checkbox"/> If in-kind, basis for establishing costs recorded in ledger; this is generally covered in grant award. Also need signed vouchers, at least annually, but preferably quarterly

VOLUNTEER EXPENSES

Stipend/Living Allowances: (FGP/SCP only)	<input type="checkbox"/> Time/attendance records signed by authorized official <input type="checkbox"/> Volunteer records/files <input type="checkbox"/> Amount paid consistent with program guidelines
Meals:	<input type="checkbox"/> Invoices showing date, cost and number of volunteers <input type="checkbox"/> For in-kind, documentation of basis for establishing cost, signed vouchers
Travel:	<input type="checkbox"/> Travel vouchers, signed by volunteer and authorized supervisor, showing mileage, date traveled, and purpose
Other:	<input type="checkbox"/> Be sure in-kind vouchers are available for any in-kind items claimed/listed on the FSR or budget.