

Key Elements of Selected Policies and Procedures

Key Elements: Staff Timesheet

For Non-profits:

- Signed and dated by employee or by supervisor
- Reflect after-the-fact time determination of actual activity
- Are prepared at least monthly and coincide with one or more pay periods
- Account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization
- Provide support for charges for salaries and wages must also be supported with records indicating the total number of hours worked each day

Key Elements: In-Kind Contributions

1. Document the basis for determining value of personal services, material, equipment, building, and land
2. Obtain written acknowledgement from the donor to include:
 - Name and signature of donor
 - Date and location of donation
 - Detailed description of item or service
 - Estimated value of contribution, how value was determined, who made the determination
 - Whether the contribution was obtained with Federal funds

***** Keep a copy of the receipt in your files *****

If audited, a grantee may be required to provide supporting documentation of ALL donations, if not available during the audit

Key Elements: Job Description

- Job title:
- Reports to:
- Supervises:
- Basic function:
- Duties and responsibilities:
- Authorizations:
- Qualifications:
- Classification:

Key Elements: Accounting Systems

- System must be capable of:
 - Distinguishing between different grants
 - Distinguishing between CNCS and matching funds for each grant
 - Distinguishing grant vs. non-grant related expenditures
 - Identifying costs by program year
 - Identifying costs by budget category
 - Differentiating between direct and indirect costs (administrative costs)
- Records in-kind contribution as both revenues and expenses



Key Elements: Documentation

Documentation should ensure that costs:

- Conform to grant/contract limitations
- Are allowable under the budget and cost principles
- Are treated consistently
- Are in accordance with Generally Accepted Accounting Principles (GAAP)

All documentation should support:

- What services or goods were obtained
- Why the transaction is allowable for the grant purposes
- The value of the contribution