



Senior Corps Compliance Monitoring Site Visit

Supporting Documents

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

Volunteer Records

may be a combination of electronic (e.g. database) and paper files

- Volunteer applications/enrollment forms
- Assignment descriptions/plans
- List of all eligible, enrolled volunteers
- For FGP, SCP- income reviews, physical exams, appraisals
- For FGP, SCP- documentation of clients/children served
- Volunteer timesheets

Station Records

may be a combination of electronic (e.g. database) and paper files

- Station listing
- Memorandums of Understanding
- Documentation of non-profit status (may be included as part of MOU)

Fiscal Records

- General ledger and coding chart for period under review. **Note: please send a copy to the State Office 1 week prior to the monitoring visit.**
- All source documents for the period under review, including: staff and volunteer timesheets and payroll records, invoices/bills marked paid, cancelled checks, vouchers, in-kind donation records, volunteer reimbursement records, Federally recognized indirect cost-rate (if applicable), journals that reflect accounts receivable/payable, and bank statements. See next page for a detailed list.
- HHS-PMS records
- Written accounting procedures including: procurement policies, policy to approve volunteer costs, policy for bank statement reconciliation and check processing.
- Inventory list of equipment

Program Files

- Volunteer handbook or service policies
- Training agendas (also in service training documentation for FGP, SCP)
- Volunteer insurance records (e.g. CIMA)
- Measurement tools for outcome workplans
- Community Participation Group (or Advisory Council) membership roster and by-laws
- Recent annual evaluation/assessment

Sponsor Files

- Personnel policy
- Civil rights policy
- Handicap accessibility reviews
- ADA statement