

# Financial Monitoring Online Form

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**Your Name:**

**Your Title:**

**Your Email:**

**Your Phone Number:**

**Agency Name:**

**Project Name:**

*(Identify the project to be monitored. The selected project should be your agency's largest CoC grant unless one of your projects is also receiving CoC program monitoring at this time. If you have a project receiving CoC program monitoring, please list the name of the selected project instead.)*

**Financial Monitoring Questions: 1-3**

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**1. The agency has written policies and procedures addressing internal controls to ensure that the grant funds are used in compliance with Uniform Guidance and grant requirements; to control against inappropriate use of assets; and to provide for reliable financial information with adequate documentation, and these policies and procedures been updated for Uniform Guidance rules (effective December 2014).**

Required Attachment:

*Written Financial and Policies and Procedures Manual or similar document(s)*

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**2. The agency identifies expenditures in its accounting records according to eligible program activities identified in the grant agreement.**

Required Attachment:

*Most recent expenditure report for the selected project.*

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**3. The agency compares actual expenditures for the grants with the budgeted amounts (including the amount budgeted for each eligible expenditure category) on a regular, on-going basis per grant agreement.**

Required Attachment:

*Most recent budgets to actual report for the selected project.*

**Did you already upload an attachment in a previous question that will fulfill this requirement?**

(If yes, you will skip ahead to the next question.)

Yes

No

Please attach the most recent budgets to actual report for the selected project.

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**4. The agency has cash management procedures in place to ensure that payment for project costs have already occurred, or will occur within three (3) business days of the date of the deposit of grant funds.**

Required Attachments:

*First draw/voucher request package for your selected project for the month requested by All Chicago, including supporting documentation for each requested item. Also, include requested month bank statement.*

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**6. Charges to the grants for salaries and wages are supported by documented payrolls, wages supported by documented payrolls, time-sheets and activity reports.**

Required Attachments:

*First payroll register for the month identified by All Chicago, along with all time sheets and/or activity reports related to all CoC grant employees.*

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**7. The organization has a record retention policy that ensures that financial records for its grants are retained for the appropriate period of time, including a provision to retain records until any litigation, claim, audit, or other action involving a grant has been resolved.**

Required Attachment:

*Provide a retention policy if not submitted in question 1.*

**Did you already attach a retention policy in question 1? (If yes, you will skip ahead to the next question.)**

- Yes
- No

Attach the retention policy.

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**8. Financial duties are segregated to effectively reduce the opportunity for someone to perpetrate or conceal errors or irregularities.**

Required Attachments:

*Please submit your finance department's organization chart. In addition, please complete and attach the Segregation of Duties Checklist. If you already have a chart demonstrating segregation of duties, you may attach that instead.*

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**10. The project draws down funds from HUD's Line of Credit Control System (LOCCS) at least quarterly.**

Required Attachments:

*From the LOCCS Project Portfolio, print out and submit the voucher activity for each CoC Grant (most recent year so we have a full 12 month's activity).*

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**Please upload any additional documents here.**

Browse...

**Please describe any documents you uploaded in the question above.**

**Comments and feedback**

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Before you submit this form, please share any comments and feedback about your form or this process.

*Provide additional comments and feedback below:*