



Mayor Elaine A. Pluta
City of Holyoke

Linda B. McQuade, Administrator
Office for Community Development

City of Holyoke Community Development Block Grant
Pre-Fiscal Monitoring Visit Checklist

To provide for a more efficient monitoring visit, please take the opportunity to gather the following documents prior to the visit. Please do not make copies ahead of the site visit; OCD staff will let you know what copies will be needed.

For the fiscal audit, OCD staff will choose one invoice for which your agency has been paid. The path of that invoice will be traced including processing of OCD payment, bank deposit, payment to vendor, and bank statement review.

Thank you for your assistance.

	Item	Available
1.	Cash Receipts Journal	
2.	Bank Statements	
3.	Disbursement Journal (Checkbook Ledger)	
4.	W-2's for Employees	
5.	Employee Time Sheets	
6.	Payroll Registers	
7.	Inventory Cards (if equipment on site was purchased by CDBG)	
8.	Proof of Insurance Coverage	
9.	Sexual Harassment Policy	
10.	Sub-Recipient Manual	
11.	Independent Public Audit	
12.	Agency's 990	
13.	Last Completed Month's Bank Statement Reconciliation	
14.	Evidence of Current Accounting Ledgers	
15.	CDBG Disbursement and Balance Sheet	

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Birthplace of Volleyball