



Please use this checklist to prepare for your Core Monitoring and make sure documents are provided to your monitor according to the stated timeline.

CORE MONITORING CHECKLIST

SECTION 1:

THESE DOCUMENTS MUST BE SENT TO YOUR LEAD MONITOR 1 WEEK AHEAD OF THE SCHEDULED MONITORING.

DOCUMENTS	NOTES
<input type="checkbox"/> Invoices	For item h., Review Contractor’s dates of invoice submission. Determine if the submissions are less than 60 days or within the timeframe detailed in the agency’s contract.
<input type="checkbox"/> Payroll	For item c., the contractor should provide either a canceled check or the invoice/statement from a payroll preparation company that indicates they paid the payroll tax for the quarter.
<input type="checkbox"/> Agency-wide Budget	Budgets should reflect the total revenue and expense for each program, including when one program has multiple funding sources. Budgets only organized by funding source do not meet the standard.
<input type="checkbox"/> Audited Financial Statements	Contractor must submit most recent audit, which should be completed within 6 months of the closing of the contractor’s fiscal year. If audit is in progress, but not complete, provide: <ul style="list-style-type: none"> ✓ a copy of the engagement letter ✓ timeline for completion ✓ the prior year’s audit (if not previously submitted)
<input type="checkbox"/> Financial Reports	Contractors only need to supply the most recent YTD Balance Sheet and Profit and Loss Statement. To meet the standards, both should be current (i.e., updated and reconciled within the last three months).
<input type="checkbox"/> Tax Form	Federal 990 return filed for most recent tax year or request for extension submitted on time
<input type="checkbox"/> Board minutes that show the Board approved the current agency-wide budget	Please have these meeting minutes flagged and ready for review in advance of your scheduled site visit.
<input type="checkbox"/> Board minutes that show financial reports were shared with the Board at least quarterly	Please have these meeting minutes flagged and ready for review in advance of your scheduled site visit.
<input type="checkbox"/> Board minutes that show the Board reviewed the most recent audit within the fiscal year	Please have these meeting minutes flagged and ready for review in advance of your scheduled site visit.
<input type="checkbox"/> Public Access (Administrative Code Section 12L)	Optional Standard for Expanded Monitoring **ONLY APPLICABLE FOR CONTRACTORS RECEIVING AT LEAST \$250,000 IN CITY FUNDING. All others n/a.**
<input type="checkbox"/> Preparedness/Responsiveness	Preparedness will be assessed based on contractor’s timely provision of documents listed within the Monitoring Initiation Letter in accordance with the schedule specified in the monitoring initiation letter