**ON-SITE MONITORING VISIT**

This is **not** an audit. Bulletin 5 **Policy Statement:** It is the policy of the State of Vermont that all distributions of funds classified in law as “grants”, or as defined in this policy, be issued, tracked and monitored by the state granting agency to ensure the proper use and protection of taxpayer resources in conformity with law, in compliance with all requirements of the Uniform Guidance as it pertains to the issuing and monitoring of Federally funded grants, and in accordance with the terms and requirements of the grant agreement.

To help you prepare for our meeting, we have compiled the following checklists of materials that should help us complete the monitoring smoothly.

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**THE MONITORING STAFF MAY ASK TO REVIEW THE FOLLOWING:**

* Accounting System
* State of Vermont Sub-Recipient Annual Report

**This is what should be included in your State or Federal grants folder**

* ACHs –payments made by state to applicant
* Copy of bank statements correlating to ACH
* Copy of VTrans executed grant or agreement
* Copy of invoices regarding vendors and corresponding cancelled checks
* Copy of receipts regarding payments to vendors
* Copies of canceled checks or bank register (if applicable)
* Any other relevant documents (timesheets, pay stubs, contracts, etc.)
* Sub Recipient monitoring review form (sent prior to monitoring visit)
* Monitoring Visit confirmation letter