

## Appendix A. State Auditing Requirements

The documents/records listed below include, but are not limited to, those that State Auditors would need to review in the event of a Grant Agreement being audited. Grant Recipients should ensure that such records are maintained for 35 years for each State funded Project. Where applicable, this list of documents also includes documents relating to the Grant Recipient's funding match which will be required for audit purposes.

### State Audit Document Requirements

#### Internal Controls:

- ✓ Organization chart (e.g. Grant Recipient's overall organization chart and organization chart for the State funded Program/Project).
- ✓ Written internal procedures and flowcharts for the following:
  - Receipts and deposits
  - Disbursements
  - State reimbursement requests
  - State funding expenditure tracking
  - Guidelines, policies, and procedures on State funded Program/Project
- ✓ Audit reports of the Grant Recipient's internal control structure and/or financial statements within the last two years.
- ✓ Prior audit reports on State funded Program/Project.

#### State Funding:

- ✓ A list of all funding sources (including loans and subventions) for each project.

#### Project Files:

- ✓ All supporting documentation maintained in the Project files.
- ✓ All Grant Agreement related correspondence (letters and emails).
- ✓ Original grant agreement, amendment(s) and budget modification documents.
- ✓ All subcontractor and consultant contracts and supporting documents, if applicable.
- ✓ Agreements between the Grant Recipient, member agencies, and project partners as related to the State funded Project.
- ✓ Project deliverables and miscellaneous project-related items.
- ✓ Post-close monitoring report and final annual monitoring reports/plan (if applicable).

#### Invoices:

- ✓ Invoices from vendors/subcontractors along with supporting documentation for expenditures submitted to the State for payments under the Grant Agreement budget.
- ✓ Reimbursement requests (invoices) submitted to the State for the Grant Agreement.

#### Accounting Records:

- ✓ Ledgers showing receipts and cash disbursement entries for all funding sources related to the program/project.
- ✓ Supporting documents that tie the general ledger to reimbursement requests submitted to the State for the Grant Agreement.
- ✓ Receipts (copies of warrants) showing payments received from the State.
- ✓ Deposit slips or bank statements showing deposit of the payments received from the State.
- ✓ Cancelled checks or disbursement documents showing payments made to vendors, subcontractors, consultants, and/or agents under the Grant Agreement.

**Administration Costs:**

- ✓ Supporting documents showing the calculation breakdown of administrative overhead costs (indirect cost).

**Personnel:**

- ✓ List of all contractors and Grant Recipient staff that worked on the State funded Program/Project.
- ✓ Payroll records including timesheets for contractor staff and the Grant Recipients.