

Site Visit Draft

Agenda

- 9:00 a.m. Meeting with sponsor executives: review of agenda; overview of project

(Executive Director, CNCS Program Officer, Project Director, Fiscal Staff, Program Staff, Advisory Board Members)
- 9:30 a.m. Programmatic review: Records to be reviewed include the following:
- ✓ project director job description
 - ✓ records related to tracking of volunteer hours
 - ✓ list of volunteer stations and MOUs for volunteer stations
 - ✓ volunteer files or other records that reflect age of volunteer at the time of enrollment
 - ✓ volunteer assignment descriptions
 - ✓ Performance Measurement work plans and measurement tools
 - ✓ information about the number of volunteers at each station
 - ✓ records of any complaints of discrimination
 - ✓ accessibility self-evaluation
- 12:15 p.m. Lunch
- 1:15 p.m. Financial review: meet with fiscal agent. Records to be reviewed include the following:
- ✓ chart of accounts
 - ✓ written accounting or financial management policies
 - ✓ general ledger or other accounting record reflecting tracking of federal and non-federal contributions
 - ✓ vouchers for in-kind contributions for the period 7/1/2008 – 6/30/2009
 - ✓ invoices and other records that support disbursements made during the same period
 - ✓ property inventory
 - ✓ cuff records
 - ✓ volunteer travel and meals reimbursement records
 - ✓ volunteer time and attendance records
 - ✓ staff time and attendance records
 - ✓ staff travel vouchers
- (Fiscal Agent)
- 4:30 p.m. Debriefing and exit interview

Executive Director, Project Director, Project Staff, Fiscal Agent, CNCS Program Officer