

Documentation Basics

Maintaining Source Documentation

Where is your filing cabinet?

- In grants management office?
- In program officer's office?
- In accounting office?
- In Executive Director's office?

What is your filing system?

- By vendor
- By month
- By grantor
- By subgrantee
- Alphabetically

How safe is your filing cabinet?

- Fireproof
- Waterproof?

How are your documents filed?

- File Folders
- Binders

Retaining Source Documentation

Retain all financial records:

- 3 years from date of submission of final Financial Status Report
 - Final report = This means the report submitted by the Commission or Parent of a National Direct
- If there is an on-going audit, must retain all records until all audit findings are fully resolved

Example 1:

Grant Ends 7/31/2009

- 90 days to submit Final FSR = 10/31/2009
- 3 years = 10/31/2012

Example 2:

Grant Ends 7/31/2009

- 90 days = 10/31/2009
- 3 years = 10/31/2012
- Audit started = 4/1/2012
- Final audit resolution = 9/30/2013

Storing Documentation

Marking Storage Boxes

- Type of documents stored
- Office responsibility
- Office contact name
- Office contact telephone number
- Storage Date
- Disposition Date

Long-term Storage

- Select a facility
- Services
- Location
- Security
- Storage features
- Reliability & Accessibility
- Cost

- Written storage facility agreement
- Insurance requirements
- Procedures to store documents
- Procedures to mark documents
- Records inventory in office

April 2008