

Financial Audit and Monitoring Review Checklist

This checklist is provided to assist you in preparing for your upcoming review by the ISBE Federal and State Monitoring Department. Once contact is made with the ISBE monitor, please provide the requested documents and information to the best of your ability. Be advised that additional documentation may be requested during the course of the review.

Required Documentation:

1. General Ledger

- Provide a detailed General Ledger for **each grant** being monitored for the grant period.
- ISBE staff may request additional documentation based on the review of these ledgers, including:
 - Purchase orders.
 - Vendor invoices.
 - Receipts.
 - A listing of all contractual service agreements (include vendor name and dollar amount).
 - Payroll documentation.

2. Pupil Transportation Documentation

Provide all applicable documents from district files, including:

- Fund 40 detailed General Ledger (revenue and expenditures).
- District enrolled days reports.
- District mileage logs.
- Pupil-Trans-Mile-Cost-Alloc-Wkst.
- Nonpublic data.
- Selected vendor invoices. (Will be selected by monitor after review of the ledger.)
- Contacted vendor contracts.
- Include any lease information (lease agreements, amortization schedules) for any leases that were paid during the tested school years.
- Include supporting documentation for any purchases of vehicles, invoices for repairs or items over \$2,500 with a useful life of more than one year that were purchased during the tested school years and should be depreciated.
- Any other supporting documentation used to complete the claim.

3. Payroll Documentation

As part of our review, the ISBE monitor may also look at payroll expenditures. We'll review a sample of transactions of larger districts rather than the full payroll. If your standard General Ledger reports include staff names, please provide those versions. If they don't, no need to create new reports — the monitor will only need what's readily available.

- Salary details for each employee may include:
 - Grant funding source.
 - Employee's role/function.
 - Time reports or other documentation to support employees that are paid with multiple grants.

4. Internal Controls – Policies and Administrative Procedures

Provide documentation related to internal controls, including:

- Equipment policies and procedures (4:80 and 4:80 AP3).
- Grantee's property inventory document.
- Procurement policies and procedures (4:60 and 4:60 AP5).
- Policies and procedures for handling personally identifiable information (PII) (4:15 & 4:15 AP2).
- Evidence of PII training.
- Name and title of the grantee's data custodian(s), per 105 ILCS 10/4(a).
- Sample or example of the annual notice provided to families regarding their rights under the Family Educational Rights and Privacy Act (FERPA).

Please refer to the attached **Internal Controls Checklist** for further guidance. This checklist can also be found on the [ISBE Federal and State Monitoring Department webpage](#).