

Financial Audit and Monitoring Review Checklist

This checklist is designed to assist you in preparing for your upcoming review that will be conducted by the Illinois State Board of Education's Federal and State Monitoring Department. Please provide the information and documents listed below to the best of your ability. Please note that additional information may be requested during our review.

NOTE: Our system will not accept zip files via email, but they may be securely uploaded through the [ISBE Attachment Manager](#). There also is a "Send ISBE a file" link at the bottom of the [ISBE homepage](#).

- ☐ Provide a detailed General Ledger for each grant being monitored.
 - ISBE staff members may ask for the following documentation after reviewing the ledgers:
 - Purchase orders
 - Vendor invoices
 - Receipts
 - Listing of all contractual service agreements (vendor and dollar amount)
 - Payroll documentation
- ☐ Provide salary information for each employee to ascertain who was paid from each grant and what the employee function is.
- ☐ Provide information about Internal Controls – Policies and Administrative Procedures.
 - Equipment policies and procedures
 - Copy of the grantee's property inventory document
 - Procurement policies and procedures
 - Personally Identifiable Information (PII) policies and procedures
 - Evidence of PII training
 - Name and title of the grantee's data custodian(s)
 - Example/sample of how the grantee provides an annual notice regarding rights under the Family Educational Rights and Privacy Act (FERPA)

Please see the "Internal Controls" checklists that can be found by clicking on the blue "Audit and Monitoring Resources" link on the [Federal and State Monitoring Department webpage](#).