

National CASA Association Checklist for Monitoring Visits

The following documents should be made available for the reviewer:	Reviewed	Comments
Grant Documents		
<ul style="list-style-type: none"> ● The entire Grant Proposal including the Applicant Information Sheet, Project Narrative, Goals Sheet, Grant Budget Narrative and Summary and all required attachments 		
<ul style="list-style-type: none"> ● Grant Terms & Conditions Agreement 		
<ul style="list-style-type: none"> ● Monthly Financial Reports (GBIS printouts) 		
<ul style="list-style-type: none"> ● Semi-annual Narrative Progress Reports 		
Financial Documents for Review & Discussion	Reviewed	Comments
<ul style="list-style-type: none"> ● Internal Controls & Procedures 		
<ul style="list-style-type: none"> ● Spreadsheet showing separate fund account for grant 		
<ul style="list-style-type: none"> ● Bank Statements for grant period 		
<ul style="list-style-type: none"> ● Documentation of grant expenses as reported on monthly financial reports. Should include: 		
<ul style="list-style-type: none"> a. List of current staff and funding source for each 		
<ul style="list-style-type: none"> b. Payroll schedule for current fiscal year 		
<ul style="list-style-type: none"> c. Payroll records, time sheets, IRS 941 (Quarterly deposits) 		
<ul style="list-style-type: none"> d. Travel receipts 		
<ul style="list-style-type: none"> e. Receipts for equipment or other purchases 		
<ul style="list-style-type: none"> f. Invoices for services purchased 		
<ul style="list-style-type: none"> g. Petty cash account records & policy (if applicable) 		
<ul style="list-style-type: none"> h. Credit card access and policy (if applicable) 		

● Documentation of current 501 c(3) status (if applicable)		
● Current Financial Reports including balance sheet		
● Current audit information and management letter		
● Proof of liability insurance - General - Professional - Directors/Officers liability		
● 990 Tax Return		
Programmatic Documents (please make available for review <i>during</i> site visit)		
● Agreement or MOU with the court		
● Personnel policies		
● Volunteer policies		
● Resource Development Plan		
● PR plan, activities, materials		
● Current program statistics re volunteers and children served		
● Current diversity plan and progress report		
If the CASA program is part of an umbrella, other documents for review & discussion:	Reviewed	Comments
● Agreement between umbrella organization & program		
● Administrative relationship including:		
√ Umbrella board/advisory board role		
√ Fundraising protocol		
√ Description of Administrative costs		

√ CASA's role on the governing board		
Volunteer Management Documents		
● Volunteer Recruitment plan		
● Volunteer Training Schedule		
● List of current active CASA/GAL volunteers		
● Policy re volunteer leaves of absence		
● Volunteer contact records		
● Current volunteer roster		
● Volunteer Files*		
● Child Files*		
Board of Directors		
● List of current board members with affiliations		
● Schedule of Board meetings		
● Board meeting minutes and committee reports for previous year		
● Board/advisory board development plan		
● Evaluation plans; program, staff, board.		
● If there is an advisory board, individual member job descriptions and duties of the adv. board		

*Files will be pulled randomly at the time of this grant visit.

Questions for Consideration and Discussion			
Grant Goals	Yes	No	Comments
Are the goals of the grant being met?			
Are grant activities on schedule?			
Are there changes to the goals?			
Financial Information			
Is financial information adequate and complete?			
Are expenses in line with budget?			
Are reports, taxes, etc. filed on time and accurate?			
Program's Board			
Is the board/administration fulfilling leadership and oversight role?			
What is the program's image in the community?	-----	----	
Are board meetings productive?			
What has the board accomplished re fund-raising?			
Relationship with the Court			
How does the court support the program? <i>(Is judge involved in training and recruitment, recognition? Does judge show support for requests of county funds?)</i>	-----	----	
Program Staff			
Do the staff & board understand their individual and shared roles & responsibilities?			
Are those associated with the program open about challenges?			
Do those associated with the program appear accepting of assistance?			
Program Volunteers			
Does volunteer screening follow NCASAA Standards?			
Do volunteers receive the required pre-service training hours? In-service training hours?			
Is the volunteer/supervisor ratio within NCASAA Standards?			
Does the program have difficulty recruiting enough volunteers? How many were activated in the last year? What efforts have been made?			
How do the number of active volunteers compare to same time last year?	-----	---	
Does the program have problems retaining volunteers?			