

United Way of Henry County & Martinsville Monitoring Policy

Adopted: August 24, 2016

Purpose: To establish a monitoring process which contains acceptable standards for ensuring accountability, provides technical assistance as necessary and appropriate and defines the criteria that will be used to monitor all agencies that are recipients of United Way funds.

The intent of this policy is not to audit expenditures, but to position agencies for success prior to them going to the Community Investment Committee for additional community impact funds and/or other grant funds outside of United Way if this is their desired future plans.

Policy: With oversight of the United Way's Agency & Volunteer Relations Committee, monitoring activities will be conducted four to six months after the grant award, and appropriate recommendations will be given when evidence indicates that such recommendations are needed in the areas of administrative, financial and program documentation.

General Monitoring Procedures

- A written monitoring checklist will be given to agencies prior to the scheduled monitoring so that there are no surprises prior to the day of monitoring by the Executive Director.
- Monitoring activities are scheduled in advance with each agency.
- If applicable, reports, records and documents maintained by United Way on each contract are reviewed for completeness, accuracy and timeliness of submission.
- Each contract is monitored at the site of operation. Onsite monitoring may include but not limited to:
 1. An meeting with the agency's designated representative
 2. A review of applicable written policies and procedures
 3. Staff and participant interviews
 4. A review of proposed grant award outcomes
 5. A review of expenditures to date for the purpose of answering the following questions, "Is the agency going to expend all funds within the designated timeframe, May to April; and if not, what is the plan for the Community Investment Committee to consider?"
- Technical assistance may be offered to help the agency improve within the community investment grant award process.
- A written monitoring report is completed by the Executive Director and reviewed by the Agency & Volunteer Relations Committee prior to giving to the agency. This written report will include but is not limited to:
 1. Commendations
 2. Suggestions

Special Investigations

Special investigations are conducted when information is received which indicates possible fraud, abuse or alleged criminal activity. The investigation is designed to provide United Way with sufficient information to justify a decision to withdraw the grant award.