## CISU’s checklist for local partner monitoring visit

## Introduction

This checklist is used by the CISU staff during monitoring visits to the local partners of CISU grants.

The answers and findings will be included in the monitoring report, either with the listed Q&A as an annex or in a separate document.

The overall findings and conclusions will be included in the report as well as a participants list.

* Initial disclosure

**Questions:**

As CISU conducts dialogue-based monitoring and understands monitoring as a learning process between the involved parties, we do not expect organisations to operate completely flawless.

Is there anything you want to share with us before we begin? (Any challenges or procedures that need improvement etc.)

* Written procedures and control mechanisms

**Questions:**

* Does the organisation have manuals, guides and/or procedures regarding financial management, internal control, and segregation of duties?
* Does the organisation have written procedures on procurement, i.e., purchase of inventory, furniture, equipment etc. i.e., who can approve up to which amounts, and when does the organisation get more offers?
* Does the organisation have an inventory/assets list? If yes, does it include all items, their value and the project donor covering the expenses?
* Bank and liquid funds

**Questions:**

* How are the project funds separated from the other funds, in bank accounts or the accounting system?
* Who has access to the bank accounts, and how many individuals need to sign/approve together to withdraw funds?
* How often are bank reconciliations made, who compiles them and who approves them?
* If the organisation uses petty cash, how is the petty cash kept safe, what is the system for payments, advances, approvals etc and the maximum amount of petty cash kept at a given date.
* How often are petty cash reconciliations made, who compiles them and who approves them?
* If the organisation uses cheques, how are the cheques kept safe, what is the system for issuing, do you have pre-signed cheques, approvals etc.?

**Sample:**

* Ask to see the latest bank reconciliation and take a copy.
* Ask to see the inventory/assets list when applicable.
* Ask to see the petty cash box and cheque book and petty cash reconciliation, where applicable.
* Budgets and financial reporting

**Questions:**

* Explain how you drafted the budget with the Danish and other partners.
* Who is the budget responsible of the CISU grant within the organisation?
* Who approves any suggestions for budget changes?
* Explain the process of following up on the budget versus the expenses incurred in the CISU grant (financial reports). (Frequency, who drafts the report? Who approves the report? How often do you report to Denmark?)
* Explain the procedure for receiving funds from the Danish partner.
* Does the organisation have any other donors?

**Sample:**

* Ask for the latest version of the budget and the financial report – note: is the budget the same as the CISU approved budget etc.?
* Ask to see the budget for the organisation as a whole. This budget is also known as core costs budget, the overhead cost budget, or the cost of doing business. The budget must show how each donor, project and own income contribute to the daily operation of the organisation.
* Accounting and bookkeeping

**Questions:**

* Which accounting method do you use? (i.e., Excel, cash books, accounting system on the computer, online systems etc.)
* Explain your chart of accounts, i.e., do you use special codes for donor-projects etc.
* How often do you bookkeep transfers/income and expenses of the CISU grant?
* How do the staff and volunteers register work time?

**Sample:**

* Ask to see the system used and get a print/copy of the account plan/chart of accounts.
* Choose some random expenses from the accounts overview, i.e., salaries, rent, transfers from DK, administration.
* The voucher document, i.e., the front page of the bookkeeping documents should include a corresponding number matching the entry number in the accounts, approved by the budget responsible, correct codes (i.e., chart of the accounts etc.), and be accompanied by other supplementary documentation, i.e., if salaries then timesheets etc.
* Check how the segregation of duties is implemented, i.e., among staff members who a) approve, b) transfers/pays and c) bookkeep expenses.
* Remember to take a copy or picture as documentation for the sample check.
* Accounts and Audit

**Questions:**

* Does the organisation compile annual accounts?
* Is the annual account approved by the management, board, members, general assembly?
* Are the project accounts and expenses included in the annual account?
* Has there been any critical remarks in the latest accounts and/or auditor reporting?
* Who is the selected auditor, and since when?
* Has an engagement letter been signed, including references to the CISU audit requirements?
* Monitoring visits

**Questions:**

* When was the last time the Danish partner conducted a monitoring visit? What were the findings? How did you follow up?
* If the organisation has been previously monitored by CISU, explain how you have followed up on any requirements and recommendations.
* Have other donors, local authorities and/or stakeholders undertaken monitoring etc. – if yes, when and what were the conclusions?
* Code of Conduct / code of ethics procedures

**Questions:**

* Does the organisation have a policy and/or procedure(s) regarding the handling of irregularities and the work with anti-corruption?
* Does the organisation have guidance for the employees, managers, and volunteers on how to manage cases and/or reports? Is it described how and when partners and donors must be informed of potential cases, i.e., when the suspicions are justified? Which complaint mechanism are in place for the partners, target groups etc.?
* Does the organisation have guidelines, policies and/or procedures for potential allegations with regards to protection against sexual harassment, exploitation, and abuse (PSHEA), and other types of unethical behaviour among staff, volunteers, and target groups, and when international partners and donors visit the projects?
* Does the organisation have guidelines, policies and/or procedures in place for ensuring child protection as per the grant contract?
* The clause on anti-terror is included in the grant contract and must be adhered to by all parties.
* The policies and procedures can be separate documents or collected in a Code of Conduct/Code of Ethics.