

CVSSD offers this **tip sheet for completing successful financial report verifications**. Please consider these helpful suggestions when preparing your source documentation.

Tip #1 The Financial Report Verification Check List is optional (unless your fund coordinator requires you to submit it with your documentation). It is meant as a guide for you to use while completing a financial report verification.

Tip #2 Upload source documentation on the expenditure page on which it is identified or on the form page titled “Financial Report Verification Documentation”.

Tip #3 Upload all source documentation in the same order as it appears on the expenditure page.

Tip #4 Label all attachments to match the description of the expenditures.

Tip #5 On the personnel expenditures page, organize source documentation separately by employee and pay period. Label attachments by employee name and pay period.

Tip #6 On the training expenditures page, organize documentation separately for each training. Label attachments by training title and date.

Tip #7 On the emergency services expenditures page, organize documentation by service type. For example, bundle receipts for bus passes receipts for emergency repairs separately as different files. Label attachments by type of emergency services.

Tip #8 Consider using numbering systems for expenditures reported in tables of the training and emergency services expenditure pages of the financial report. For example, number each type of expense (e.g., 1. ABC expense, 2. XYZ expense) in the tables.

Tip #9 On the all expenditures page, upload source documentation at the bottom of the page. Organize and save documentation in separate files labeled by the expense type (e.g., office supplies, administrative costs).

Tip #10 Attach the general ledger, subsidiary journals, and other miscellaneous items under “Attachments” on the forms page menu.

Tip #11 Organize and separate source documentation by funding category (e.g., domestic violence, sexual assault, underserved).

Tip #12 Redact all personally identifying information from the source documentation.
