



## Money Minders Program Monitoring Checklist

Client: \_\_\_\_\_ Bill Payer Volunteer: \_\_\_\_\_

Monitor: \_\_\_\_\_ Date Monitored: \_\_\_\_\_

Period covered: \_\_\_\_\_

### IN THE CLIENT FOLDER:

1. Is the name of the bank listed on the Client Information Sheet the same as the bank name on the statements? ☐ Yes ☐ No
2. Was the Monthly Income & Expenses Form completed within the last 2 years? ☐ Yes ☐ No
3. Is there a Client/Volunteer Service Agreement signed by the client, volunteer and MM Program Coordinator? ☐ Yes ☐ No
4. Has an Account Reconciliation Form been completed for each month in the period? ☐ Yes ☐ No

### DEPOSITS: Check NA if you can't tell from information on the bank statement.

1. Has Direct Deposit has been arranged? ☐ Yes ☐ No
2. Do all regular deposits appear on the Income & Expenses Form? ☐ NA ☐ Yes ☐ No
3. Do all normally expected deposits appear either on the bank statement or Account Reconciliation Form? ☐ Yes ☐ No

### EXPENSES: Check NA if you can't tell from information on the bank statement and/or if check images are not enclosed.

1. Are known essential bills being paid each month? ☐ NA ☐ Yes ☐ No
2. Are there any **large unexplained** or **unexpected** amounts paid to a person or an organization? ☐ NA ☐ Yes ☐ No
3. Are there any checks made out to the volunteer?  
If Yes, is there an explanation and/or a receipt? ☐ NA ☐ Yes ☐ No  
☐ Yes ☐ No

**BANK STATEMENTS & RECONCILIATION:**

1. Are there bank statements missing for the monitoring period? ☐ Yes ☐ No
2. Are there any service or overdraft fees? ☐ Yes ☐ No
3. Are there any ATM transaction fees? ☐ Yes ☐ No
4. Is the account balance less than \$3,500? ☐ Yes ☐ No
5. Does Account Reconciliation Form show that the checkbook is balanced, or is there an explanation if it is not balanced? ☐ Yes ☐ No

**All bank statements have been shredded.** Please initial here \_\_\_\_\_ ☐ Yes ☐ No

**Monitor Checklist:**

\_\_\_\_\_ No follow-up is needed.

\_\_\_\_\_ Follow-up is needed, as described in the comments below:

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lastly, on the Money Minders Note Sheet in the folder, write a brief message to show that the account was monitored, such as: 5/4/2018 Monitored account 1/1/2018 – 3/31/2018 Your initials**

**Monitor's initials:** \_\_\_\_\_