



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: _____