

**HOMELESSNESS PARTNERING STRATEGY  
MONITORING FORM**

**INITIAL  
FINANCIAL MONITORING**

Agency Name:

Entity/ File Number:

Project Name:

Contract Start Date:

Project Location:

Date of Monitoring:

PROGRAM ANALYST:

Name and Title of Project Staff contacted/ interviewed:

- 1.
- 2.

Date Contract Signed:	Amount of Contribution:	10% Holdback	Current Balance @
	\$	\$	\$

INITIAL CONTACT MONITORING	Yes	No	Comments/Follow Up Action
Officer has explained the Contribution Agreement articles including the Schedules.			
Officer has explained HPS role and provided contact information.			
Officer has explained the process of amending Schedules.			
Officer has explained the claims process, method of payment, and requirement for approval of purchase of capital items.			
Sponsor contact information has been verified against file record, and any changes noted.			
Officer has confirmed that partnership commitments are in place.			
Officer has confirmed appropriate HRDC visibility.			
Officer has determined that Project activities were initiated on or after start date.			

General Information	Yes	No	Comments/Follow Up Action
Have the following been explained to the Sponsor and relevant Staff?			
1. Method of payment to project			
2. Details of 10% holdback procedures until final reconciliation completed.			
3. Methods of reporting to City of Hamilton.			
4. Record keeping system is: <ul style="list-style-type: none"> <li>• Manual</li> <li>• Partially computerised</li> <li>• Fully computerised</li> </ul>			

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Name of software program			
5. WSIB compensation coverage as per contracting information form.			
6. Does the project have adequate insurance? <ul style="list-style-type: none"> <li>• Liability</li> <li>• Fire</li> <li>• Theft</li> <li>• Other</li> </ul>			

PAYROLL/STAFF	Yes	No	Comments/ Follow up Action
7. Has the project hired staff?			
8. How many HPS funded employees are on the payroll at the time of the visit?  Names:			
9. Does the project charge core staff salary and /or benefits to the project? <b>IF Yes:</b> <ul style="list-style-type: none"> <li>• Is this in accordance with the project-approved budget?</li> </ul> <b>IF No:</b> <ul style="list-style-type: none"> <li>• Are these costs necessary for the project to function?</li> <li>• Are these costs reasonable and based on existing salaries?</li> <li>• Has supporting documentation been attached to file?</li> </ul>			
10. What kind of attendance record is there?			
11. Has attendance been recorded for employees and project participants?			
12. How many hours are in a normal work- week?			
13. Who certifies the records?			
14. What is the frequency of certification?			
15. Were any reasons noted for undue absenteeism?			
16. Are TD-1 forms completed and signed by all employees?			
17. Are bonus payments, overtime or other forms of compensation provided to the employees by the sponsor?(NOTE: not allowed by HPS)			
18. Employees are paid by: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Cheque</li> <li>• Direct deposit</li> </ul>			
19. Has Vacation Pay been paid on a consistent basis?			
20. Has vacation pay been paid for all terminated HPS employees?			

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<b>PAYROLL RECORD</b> (Up to 3)		
1	2	3
Name of Employee/Participant		
Social Insurance Number		
Pay Period Ending		
Pay Rate		
Hours Worked		
Gross Wages		
Vacation Pay		
CPP deductions		
Income Tax deductions		
Employment Insurance		
Other deductions		
Net Wages		
Cheque No.		
Endorsed/Direct Deposit		
21. Is each rate of pay in accordance with the contract?		
22. Do the hours paid agree with the hours of attendance?		
23. Are current deduction tables being used? If computerised are they current?		
24. Are vacation pay calculations correct? _____ % of gross pay.		
25. Is a bank reconciliation performed monthly?		
26. Do reconciled figures agree with accounting records?		
27. If no, are there satisfactory explanations for any discrepancies?		

<b>RECEIVER GENERAL REMITTANCES</b>		
28. Are remittances integrated or under a separate number?		
29. Have remittances been sent out by the 15 <sup>th</sup> of the following month? By mail At Bank		
30. Have late penalties been charged to the project?		

<b>CHEQUES</b>	<b>Yes</b>	<b>No</b>	<b>Comments /Follow Up Action</b>
31. Is a cheque register kept to record all cheques issued?			
32. Are the cheques pre-numbered by the bank?			
33. Are all cheques including payroll sequentially entered?			
34. Are all missing numbers accounted for by being attached to the stub with the signature(s) stroked?			
35. Were cheques payable to signing officer(s) for valid, adequately supported project expenses?			
36. Were other unusual payments (large dollar amounts) adequately supported?			
37. Were all expenditures incurred after the start date of the agreement?			
38. Were those incurred prior to the start date authorised by HPS City of Hamilton?			
39. Are there two or more signing officers, if required?			
40. If manual, is the balance shown on the stub?			

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41. Have any cheque stubs been removed?			
42. Have all the cheques been either endorsed or stamped for deposit only? Do the bank slips show the HPS contributions deposit?			

TRAVEL POLICY	Yes	No	Comments/ Follow up Action
44. What is the mileage rate for the staff?			
45. Do travel rates fall within Treasury/ Board Guidelines			

PROJECT CONTRIBUTORS	Yes	No	Comments/ Follow up Action
46. Is the HPS contribution the only source of income for the project? If no list other financial contributors and amounts in comments.			
47. Is this as per the approval and contract?			

CAPITAL	Yes	No	Comments/ Follow up Action
48. Are all items as per HPS approval and contract?			
49. Have copies of all invoices and serial numbers been put on file?			
51. Have original invoices been verified for reimbursement?			
52. Is the employer/sponsor aware of methods for disposal of capital assets?			
53. Has the method of disposal been discussed?			
54. Are all the capital assets purchased visible at the project location?			

OVERHEAD:	1	2	3
Other than payroll and receiver general, select and review entries from the cheque register. Obtain the corresponding bank cleared cheques and the original supporting invoices or vouchers. Initial originals if accuracy verified.			
Cheque No.			
Payee			
Amount			
Date			
Invoice/Voucher No.			
Entry Correct			
Endorsement equals payee			
Entered in Correct Expense Category			
Relates to Contracted Activities			
55. Only items as contracted are charged to the project.			
56. The quantity purchased is reasonable for the work			
57. Any known donated materials were not claimed as an expense			
58. Are there prepaid expenses such as insurance or rent			
59 Does the project have a Petty Cash Fund? • If yes what is the amount? • Are purchases used for the HPS project?			
60. Is the petty cash fund properly secured?			
61. Are receipts or Petty Cash Vouchers obtained for all expenditures?			
62. Do receipts and/or vouchers plus cash equal total amount of petty cash fund?			

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PAYMENT CLAIM FORMS	Yes	No	Comments/ Follow up Action
63. Are payment claim forms completed and submitted as required according to the contract? How often? Monthly quarterly other			

Are any amendments required? **Y/N**  
 If yes:

Date:

COMPLETED BY HPS ANALYST

COMMENTS AND FOLLOW UP ACTIONS (IF ANY) REQUIRED:

HPS ANALYST: \_\_\_\_\_

Manager: \_\_\_\_\_

COMPLETED DATE: \_\_\_\_\_

FINALIZED DATE: \_\_\_\_\_