

Statement date \_\_\_\_\_

Client Name \_\_\_\_\_

	<u>Yes</u>	<u>No</u>
1. Does the beginning balance on the bank statement differ from the previous month ending balance? .....	_____	_____
2. Has any of the account holder information changed since the previous month? .....	_____	_____
3. Are copies of any cancelled checks missing from the bank statement? .....	_____	_____
4. Is the ending balance at MONTH END over \$2000? .....	_____	_____
> If yes, is there documentation that client is NOT subject to the resource limit? .....	_____	_____
5. Are there bank charges or overdraft fees? .....	_____	_____
6a. Are any expected deposits missing? .....	_____	_____
6b. Are there any unexpected deposits? .....	_____	_____
7. Are there any unusual ATM transactions? .....	_____	_____
8. Are there electronic transactions that are not accounted for on the budget or are to unusual payees? .....	_____	_____
9. Are any expected/budgeted expenses missing? .....	_____	_____
10. Review the cancelled checks:		
a. Do any of the checks appear to be altered? .....	_____	_____
b. Are any of the checks signed by someone other than the authorized signer (RP = Volunteer / BP = Client)? .....	_____	_____
<i>(NOTE: If signed by Shari, place in "MGR REQ" folder after monitoring, for review by Manager.)</i>		
c. Are checks made payable to the Volunteer? .....	_____	_____
> If yes, are Disbursement Receipts signed by client attached? .....	_____	_____
d. Are there checks for non-budgeted items? .....	_____	_____
> If yes, is there sufficient documentation attached? .....	_____	_____
<i>(refer to Rep Payee Documentation Guidelines)</i>		
e. Are any memo lines missing account numbers or information?.....	_____	_____
11. Are there any other issues noted? .....	_____	_____

Monitor \_\_\_\_\_ Date \_\_\_\_\_

*If any "yes" answers above are unresolved, please place in Red Flag file after monitoring.*