



Federally Required Documents

Finance Related Requirements:

- Audited Financial Statement(s) - or alternative reporting method (to be approved by Santa Cruz County)
- Financial Reporting
- Chart of Accounts with Cost Centers
- Cost Allocation Procedure(s)
- Methodology for reporting accrued expenditures
- Financial Management Systems
- Allowable Cost Procedure(s)
- Cash Management Procedure(s)
- Procurement/Purchasing Policy(ies)
- Procedure for budgeting grants
- Most recent Internal Revenue Service Form 990 filed (Return of Organization Exempt From Income Tax)
- Internal Control Procedure(s)

Policy Related Requirements:

- Records Retention Policy
- Organizational Charts
- Drug-free Workplace Policy
- Code of Conduct Policy
- Conflict of Interest Policy
- Whistle Blower Protection Policy
- Employee Travel Policy
- Non-Discrimination Policy