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AB 1058 Grant Internal Controls Checklist

Internal controls are policies and procedures that the trial courts must put in place to ensure the reliability and integrity of financial information for the AB1058 grant and promote efficient and effective operations.

The following checklist is designed to be a resource for the courts to guarantee that court staff accurately document and request reimbursement for time spent working on the grant.

- ✓ Court staff has been adequately trained in AB 1058 Grant requirements.
- ✓ Time sheets are matched to a list of current employees working on the AB 1058 Grant.
- ✓ The time records reflect actual hours/minutes worked rather than the hours schedule to be worked.
- ✓ The time records reflect all hours worked, both AB 1058 hours and hours spent on other activities.
- ✓ The hours stated on the time sheets are approved by supervisors.
- ✓ Leave time does not exceed the amount of leave accrued during the fiscal year, as verified by the supervisor or other designated court personnel.
- ✓ Current vendor contracts are held by the court for AB 1058 services. The invoices received by vendors are confirmed as consistent with the contract to ensure costs do not exceed contracted amounts.
- ✓ Where necessary, operating expenses receive prior approval by the AB 1058 Program Manager.
- ✓ Operational expenses submitted are directly related to the grant, allowable and appropriately allocated as confirmed by the Court Executive Officer or a designated staff member.

- ✓ Court has a fully executed, current, Judicial Council approved contract with contract child support commissioner and provided the contract to AB 1058 Program Manager.
- ✓ Court has a fully executed, current, Judicial Council approved contract with contract family law facilitator and provided the contract to AB 1058 Program Manager.