

MID-YEAR WBC REVIEW CHECKLIST
Attach additional pages with responses if necessary

WBC: _____ **Grant/Cooperative Agreement**
#. _____

The purpose of the mid-year review is to ensure the WBC is in compliance so that:

- 1) all key personnel are in place;
- 2) an adequate accounting system is in place that separates sources and uses of funds (i.e. federal cash, local cash, in-kind);
- 3) the WBC has adequate policies and procedures in place to monitor the receipt and expenditure of program income and ensuring that program income was used:
 - To waive tuition or other fees for project participation of economically and socially disadvantaged clients;
 - For reasonable costs related to the WBC Program with written approval of the grants officer;
 - For continuation of program activities following exhaustion of the grant funds after the end of the budget period;
- 4) the WBC has a chart of accounts;
- 5) the SBA logo and disclaimer are in place;
- 6) the WBC to be on pace with achieving their annual goals and note any barriers;
- 7) counseling and training files are established and maintained correctly;
- 8) cash match is in place and properly accounted for.

A. Program Compliance

1. Is the SBA logo prominently displayed?
2. Do all of your WBC materials, brochures, including your website, acknowledge the SBA partnership with the SBA logo and where the logo is present is it following by the disclaimer “Funded in part through a Cooperative Agreement with the U. S. Small Business Administration”.
3. Does the WBC maintain a good working relationship with the District Director and the District Office Technical Representative (DOTR) in the nearest SBA District

Office, and provide support for their outreach efforts to women.

4. Document the way your organization executes your original proposed plan to:
 - use the SBA as a resource partner and maintain communication with the DOTR;
 - participate with the SBA in conferences and special programs for women;
 - include the SBA in outreach activities and events;
 - promote SBA programs to the WBC's clients;
5. Is all of the information on your website accurate and current?

B. Management

1. Is there a 100% full-time WBC Program Director who is responsible for the day to day operation of the WBC?
2. Have there been any changes to the scope of work during the current budget period?
3. Do you maintain an updated Standard Operating Procedure Manual?
4. Provide a listing of all current employees of the WBC with the following information: (Please insert more rows if needed).

Name	Job Title	% of Time Spent on this Project

C. Reporting

1. Are your reports submitted to OWBO by the specified time?
2. Are there systems in place to ensure valid data collection and that the data is verified through systematic monitoring?

D. Financial Integrity

1. As the Director of the Women's Business Center, do you have control of all program resources, including control of the program budget and other financial transactions?
2. Do you have organizational and operational functions in place that provide you with

assurances that all funds (federal and non-federal) are adequately accounted for and recorded?

3. Are there any recommendations that were found during the last site visit or financial review? If so, have necessary steps been taken to make corrections/adjustments?
4. Are all program income funds properly accounted for and invested back in the WBC program?
- 5.. Provide a list of all program income from sources other than training.
6. Have you received match funds (non-federal, in-kind and program income)?
7. Are the WBC Financial records in the financial system maintained separately from the financial records of other projects conducted by the recipient?
8. Are the financial records maintained separately by grant budget year? Please submit chart of accounts.
9. Do **all** checks and other financial transactions pertaining the WBC expenditures get signed by at least two employees, one of which is the WBC Program Director?

E. Certification

I certify that the responses and information provided on this review are accurate and correct to the best of my knowledge.

WBC Name
Program Director

Signature and Date