

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

The primary purpose of the mid year review is to:

- 1) To ensure that key personnel are in place
- 2) To ensure that an adequate accounting system is in place that separates sources and uses of funds (i.e. federal cash, local cash, in-kind). Verify that the WBC has adequate policies and procedures (chart of accounts) 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
- 3) To ensure logo and brand placement
- 4) To ensure that they are on pace to achieve annual milestones. Note if any barriers
- 5) Are counseling and training files established and maintained correctly?
- 6) Is cash match in place?

Program Compliance/Adherence to the NOA

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 the following language attached "Funded in part by a Cooperative Agreement with the U. S. Small Business Administration". Do they contain other disclaimers as well?
3. Does the WBC maintain a 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. Document the way your organization executes your original 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;
4. On your website, is the information accurate and current, such as staff, center

location, telephone number, etc?

B. Management

1. Is there a full-time WBC Executive Director/WBC Program Director who is responsible for the day to day operation of the WBC?
2. Have there been any changes to the NOA?
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:

Name	Job Title	% of Time Spent Working on WBC
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C. Reporting

1. Are your reports submitted to Washington on a timely basis?
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, under the center's control?
2. Do you have organizational and operational functions in place that provide you with assurances that all funds are adequately accounted for and recorded?
3. Are there any recommendations/findings that were found during the last site visit or financial review?
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 and are maintained separately by grant budget year? Please submit chart of accounts.
9. Do **all** checks and other financial transactions get signed by at least two employees, one of which must be the WBC program director?

CERTIFICATION

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

WBC Name
Executive Director/Program Director

Signature and Date

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