

Vermont Center for Crime Victim Services

Site Visit Materials

The following is a list of materials which the Vermont Center for Crime Victim Services will need to review prior to and during our upcoming site visit at your program. Having these materials readily available will speed the process along.

Two-weeks prior to the site visit please provide VCCVS with the following:

- Documents which support your internal financial policies
- Board of Directors meeting minutes and Bylaws. (most recent year)
- Organizational budget
- Policies on inventory, equipment and property
- Policies and procedures for services
- Employee policies and procedures
- Policies required by VCCVS

<u>Financial/Administrative</u>	<u>Programmatic</u>
<ul style="list-style-type: none">• Income and disbursement recording systems• Periodic financial statements• Ledgers• Checkbook and bank statements• Invoices for payables• Financial filing systems• Examples of how income is handled once received• Examples of how disbursements are handled• Personnel files• Payroll ledger/withholding system	<ul style="list-style-type: none">• Recording system for client services and statistics• Client confidentiality policy• Planning and evaluation tools• Access/equipment for differently-abled people• Description of Services provided• Anti-discrimination/grievance procedures• Outreach and community education• Civil Rights policy• Time sheets

*Please be prepared to discuss services at length