

Sample Outline of Policy and Procedures Manual

- I. Narrative of the Subgrantee's **Initiative**
- II. **Key Project Documents**
 - a. Contracts (Contract with Shelby County Government and Grantor agency)
 - b. Scope of Services
 - c. Staff Org Chart
 - d. Staff Job Descriptions
 - e. Criteria for Determining Service Eligibility - Step by Step
 - f. Program/Participant Flow Chart
- III. **Travel Policy**
 - a. In Accordance with State, Grant Program and Shelby County Government Travel Policies
- IV. **Procurement Policy**
 - a. Process
 - b. Approval of purchases
- V. **Equipment**
 - a. Inventory list
 - b. Inventory process
- VI. **Personnel**
 - a. Policy
 - b. Payroll process/transactions
 - c. Timesheets
- VII. **Project Reporting**
 - a. Process of Completing and Submitting Progress Reports to SCG
 - b. Process of Completing and Submitting Financial Reports to SCG
 - c. Participant/Services Tracking
- VIII. **Accounting Policy**
 - a. Approved Budget for Project
 - b. Invoicing Procedures/Reimbursement Requests
 - c. Payment Procedures
 - d. Support Documents
 - e. Adequate Internal Controls - Copy of the Shelby County Government Internal Controls Questionnaire
- IX. **Project Close-Out Procedures**
 - a. Process
 - b. Record Retention - 3.5 years after grant project 's end date
 - c. Checklist
- X. **Compliance with Non-discrimination and Other Federal Laws**