

## **DOCUMENTATION PREPARATION CHECKLIST AND DISPOSITION STATEMENT**

ACDI/VOCA

Food For Progress

Agreement# OGSM: FCC-663-2008/016-00-A (Country: Ethiopia)

Financial and Compliance Food Aid Review

### **Instructions**

Please email the completed document by December 21, 2012. Please attach numbered post-it notes (small pieces of note paper with adhesive on the back) to the documentation that correspond to the following item numbers to facilitate identification of documentation during the on-site review. Also, please provide photocopies for our records of the items indicated with the term "*Photocopy*" in the third column of the table.

Please insert and save your organization's written answers to the following four questions for every item listed in the table under the column heading "**Item Disposition Statement**" into this Microsoft Word© document. Please provide a thorough written response for each item or write "*N/A*" for "*Not Applicable*", as appropriate.

- A. Will the item be physically available for review and marked with a numbered post-it note that corresponds to the item number cited in the table during the on-site review visit?
- B. What are the differences (if any) between the item descriptions contained in this table with the most comparable item physically available for review? Please provide the date(s) that the document(s) referred to in the item description were generated, signed, and/or submitted to the U.S. Department of Agriculture (USDA). Please include any other information about this item in the table that may facilitate the review process.
- C. Why is the item not applicable to the scope of this review (if applicable)?
- D. Why will the item not be physically available for review during the on-site review visit or ever (if applicable)? If not available, where is it maintained? What is the earliest date it can become available for review after the on-site review visit? Would it be feasible to mail it to USDA's headquarters office in Washington, D.C.? If so, when could it be mailed to USDA?

Thank you in advance for your assistance.

Item #	Documentation Requested to be Available During the Review	Photocopy Requested	Item Disposition Statement
1	Agreement, Plan of Operations, and Amendments	Photocopy	
2	Logistics and Monetization Reports Submitted to USDA	Photocopy	
3	USDA/CCC Financial Reports Submitted to USDA	Photocopy	
4	Financial Management/Accounting/Operations Manuals	Photocopy	
5	Chart of Accounts: Please provide a written explanation as to how accounts/accounting codes relate directly to activities cited in Table F (entitled "Use of Funds") in the Logistics and Monetization Reports #9 submitted to FAS, and the program expense line items reported on the USDA/CCC Financial Reports #9b.	Photocopy	
6	Bank Statements for Accounts Holding Monetization Fund and Funds Advanced from USDA's Commodity Credit Corporation	Photocopy	
7	Print-outs of Pages from General Ledger Citing Account Totals that equate to and tie into All Line Items Reported on Table F (entitled "Use of Funds") in the Logistics and Monetization Reports #9.	Photocopy	
8	Print-outs of Pages from General Ledger Citing Account Totals that equate to and tie into All Line Items Reported on the USDA/CCC Financial Reports #9b.	Photocopy	
9	General Ledger/Transaction Ledger Containing Transactions Charged to Program Funds during 2009	Photocopy	
10	General Ledger/Transaction Ledger Containing Transactions Charged to Program Funds during 2010	Photocopy	
11	General Ledger/Transaction Ledger Containing Transactions Charged to Program Funds during 2011	Photocopy	
12	General Ledger/Transaction Ledger Containing Transactions Charged to Program Funds during 2012	Photocopy	
13	Invoices, Receipts, Travel Documentation, Purchase Orders, Contracts, Proof of Payments Documents, and Other	Photocopy	

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	Supporting Documentation Used to Support All General Ledger/Transaction Ledger Transactions Charged to Program Funds during 2009		
<b>14</b>	Invoices, Receipts, Travel Documentation, Purchase Orders, Contracts, Proof of Payments Documents, and Other Supporting Documentation Used to Support All General Ledger/Transaction Ledger Transactions Charged to Program Funds during 2010	Photocopy	
<b>15</b>	Invoices, Receipts, Travel Documentation, Purchase Orders, Contracts, Proof of Payments Documents, and Other Supporting Documentation Used to Support All General Ledger/Transaction Ledger Transactions Charged to Program Funds during 2011	Photocopy	
<b>16</b>	Invoices, Receipts, Travel Documentation, Purchase Orders, Contracts, Proof of Payments Documents, and Other Supporting Documentation Used to Support All General Ledger/Transaction Ledger Transactions Charged to Program Funds during 2012	Photocopy	
<b>17</b>	Documentation to Support Program Outputs/Results as Reported on the most recently submitted Logistics and Monetization Report (Please provide documentation to support all measurable outputs/results as reported in the most recently submitted logistics and monetization report to USDA.)	Photocopy	
<b>18</b>	Documentation to Support the Administration of the Direct Distribution Program	N/A	
<b>19</b>	Independent Audit Reports including OMB A-133 Reports for 2009, 2010, 2011, 2012, if applicable	Photocopy of all reports	
<b>20</b>	Letter Containing Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Agency for International Development (USAID) Applicable for 2009 and Calculation of NICRA Rate Applied and Charged against this Agreement for 2009	Photocopy	

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<b>21</b>	Letter Containing Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Agency for International Development (USAID) Applicable for 2010 and Calculation of NICRA Rate Applied and Charged against this Agreement for 2010	Photocopy	
<b>22</b>	Letter Containing Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Agency for International Development (USAID) Applicable for 2011 and Calculation of NICRA Rate Applied and Charged against this Agreement for 2011	Photocopy	
<b>23</b>	Letter Containing Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Agency for International Development (USAID) Applicable for 2012 and Calculation of NICRA Rate Applied and Charged against this Agreement for 2012	Photocopy	
<b>24</b>	Public Tender for Sale of Commodities Monetized	Photocopy	
<b>25</b>	Bids Received for Sale of Commodities Monetized	Photocopy	
<b>26</b>	Sales Contract for Sale of Commodities Monetized	Photocopy	
<b>27</b>	Commercial Invoices for Sale of Commodities Monetized	Photocopy	
<b>28</b>	Ocean Bills of Lading for Sale of Commodities Monetized	Photocopy	
<b>29</b>	Landing Surveys for Sale of Commodities Monetized	Photocopy	
<b>30</b>	Bank Deposits/Bank Account Statements of Payments Received from Sale of Commodities	Photocopy	
<b>31</b>	Spreadsheets Summarizing Payments Received from Sale of the Commodities	Photocopy	
<b>32</b>	Misuse, Loss and Damage Claims from Sale of Commodities Submitted to USDA	Photocopy	
<b>33</b>	Recipient Agency Agreements	Photocopy	
<b>34</b>	Procurement Policy/Manual	Photocopy	
<b>35</b>	Public Solicitation of Vendors to Competitively Bid for Provision of Services/Goods	Photocopy	
<b>36</b>	Vendor Bids Received	Photocopy	
<b>37</b>	Analysis and/or Justification of Contracts Awarded to Vendors	Photocopy	
<b>38</b>	Inventory of Property Acquired with Monetization Funds	Photocopy	

39	Dispositions/Disposals of Property Acquired with Monetization Funds	Photocopy	
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The public reporting burden for this information collection is estimated to be 120 minutes. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Department of Agriculture, Foreign Agricultural Service, Office of Capacity Building and Development, Food Assistance Division, Attn: OMB Number (0551-0035), 1400 Independence Avenue., S.W., Washington, DC 20250-1034. You are not required to respond to this collection of information unless a valid OMB control number is displayed.