

Appendix 6

Financial Management

The documents in this appendix are from the Corporation for National and Community Service Financial Management Institute. They include:

- Cost allocation fact sheet and sample
- Financial file structuring and match documentation
- OMB circular requirements for documenting employee time and activity
- A worksheet for evaluating the separation of duties in your organization
- Guidance for maintaining strong internal controls
- A sample form for documenting in-kind match

OVCS may provide additional information, and these documents are provided as guidance and resources.