From: Mishra, Lory
To: Irving, Toni
Subject: NRI Lead Agency Meeting Summary
Date: Tuesday, February 08, 2011 5:01:00 PM

Meeting: NRI Lead Agency Follow Up, led by IVPA
Location: Pilsen Wellness Center
Time: 9:30am to noon

Here is a summary of the major topic covered in today's meeting:

- Change in subcontracts to include State of Illinois's right to audit financial documents whenever we deem necessary
- Introduction of the randomly sampled audits, to be done by using DCEO processes but by IVPA auditors
    1. Emphasis on passing this down to all agencies involved in NRI grant, as anyone could be audited at any time
    2. Emphasis on appropriately spending all the money and documenting all expenses
- Addressing use of the sample budget as the actual proposed budget
    1. Reworked contract deadlines so that agencies have time to change their budgets and submit actual budgets
    2. Non-required expenses (rent, telephone bills, etc.) must be fully explained
        1. If and when auditors ask to see proof of numbers claimed on budget, agencies must have it ready
- Miscellaneous topics: ordering t-shirts and bags, figuring out fringe benefits, future meetings on proper quarterly reporting

Let me know if you want clarification on anything!

Thanks,

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