

Division III Conference Grant Program 2017 Third Party Review Form

Each year, conference offices must provide documentation of a third-party external review of grant fund usage (as outlined below) to the NCAA national office not later than **October 15, 2017**. Examples of appropriate third-party reviewers are an institutional member's business office (that does not handle conference finances directly); chair of the conference's presidential oversight body (e.g., institutional president); the conference's bank; an outside accounting firm; etc.

Instructions for third-party reviewers: The step-by-step procedures for this review are detailed below. The third-party review is not meant to be a full financial audit, nor an in-depth review of whether the usage is properly aligned with the Division III philosophy and grant procedures (which is reviewed and determined by the NCAA staff and the Division III Strategic Planning and Finance Committee). The role of the third-party reviewer is limited to the procedures identified below and meant to serve as a check and balance regarding the reported transactions. If, during your review, you have any questions, please contact Jay Jones at 317-917-6004 or jkjones@ncaa.org.

Procedures	Initials	Date
1. Obtain a copy of the conference's most recently completed "Division III Strategic Initiatives Grant Program Impact Form" (Impact form).		
2. Select a sample of 10 transactions from the most recently submitted Impact Form, including at least three transactions from each Tier (Tiers 1, 2 and 3 only. Tier 4 spending does not require verification or review.)		
3. Obtain the supporting documentation of the selected 10 transactions and perform the following:		
<ul style="list-style-type: none"> Determine if the receipt documentation supports the transaction as reported in the Impact Form by comparing the following attributes to the Impact Form: 		
a. Name of vendor or payee, including affiliated institution as applicable.		
b. Amount of payment.		
c. Date of payment.		
4. Trace the 10 selected expenses to a check copy or bank statement.		
5. Identify any findings or questioned costs in a memo.		

Conference Submitting Form: _____

Third-party external reviewer's name and title: _____

Third-party external reviewer's signature: _____ Date: _____

Contact information: (email and phone number): _____

Conference commissioner's signature: _____ Date: _____

Conference President's Chair OR Athletic Director Chair's signature: _____

Date: _____

Please return the form via electronic copy to Jay Jones at jkjones@ncaa.org.