



Tool 15: Monitoring

Project monitoring checklist

Robust monitoring processes will help to satisfy trustees that funds are adequately protected from abuse and have been put to proper use. These should also be capable of identifying system weaknesses and breakdowns at an early stage so that action can be taken to put things right. And at the end of the project, good quality monitoring feedback will help trustees to see whether there is anything that can be improved upon in the planning of future projects.

The following is a checklist of some of the main general questions to ask as part of the monitoring process. There will invariably be sub-questions below each of them. This tool should be read in conjunction with section 11 of the main guidance.

When monitoring a project, the following questions will help trustees to determine whether due diligence checks were adequate and charity funds are being used effectively and appropriately:

- how does performance and delivery link to agreed milestones and targets?
- is the quality of activities/services delivered acceptable?
- can all the money sent be accounted for?
- is there sufficient proof of expenditure?
- are there sufficient financial controls in place?
- have there been any significant changes in personnel?
- has the project actually been carried out?
- have the project activities, services or funds reached the intended identified beneficiaries?
- are all funds, assets and premises accounted for?
- were any significant problems encountered? If so, were these reported promptly to the charity and dealt with effectively?
- are there any lessons that can be learnt to improve future performance and quality?

Comments