Desk Reviews

Frequency of desk reviews

Victim Assistance financial staff will use their professional judgment and experience working with an organization to determine the frequency and intensity of additional monitoring. In general, however, organizations will have at least one financial desk review each fiscal year.

The financial desk reviews of grantees with **high financial risk designations** are the review of at least two full claims of all reimbursements and/or an in-depth review of up to 50 individual line item expenses, with all supporting documentation for each method.

The financial desk reviews of grantees with either **medium or low financial risk designations** are the review of at least one full claim reimbursement and/or an in-depth review of at least 25 individual line item expenses with supporting documentation for each method.

Results of desk reviews

If financial mistakes are discovered during a desk review, Victim Assistance could increase the grantee's risk designation or require the grantee to be on some kind of corrective action.

Programmatic desk reviews

Victim Assistance program staff will conduct programmatic desk reviews when needed.

Programmatic desk reviews are similar to financial desk reviews in that they spot check grantees program report numbers to ensure or verify grantees report victimization data accurately. Programmatic desk reviews are completed in a similar fashion to the financial desk review.

To comply with programmatic desk reviews, grantees will provide documentation requested in Iowa GVS.

Results of programmatic desk review

If errors are found during a programmatic desk review your grant coordinator will work with your agency to correct program reports and determine the cause of the discrepancy.

© 2026 State of Iowa Office of the Attorney General