

AGENCY SELF-ASSESSMENT

ORGANIZATION FINANCIAL INFORMATION

1. Is the total amount requested for this funding opportunity greater than 50% of your organization's current total annual budget?

YES NO

ACCOUNTING

2. Briefly describe your organization's accounting system and accounting processes, including:

A. Is the accounting system computerized, manual, or a combination of both? If your accounting system is computerized, indicate the name of the financial software.

B. How are different types of transactions (e.g., cash disbursements, cash receipts, revenues, journal entries) recorded and posted to the general ledger?

C. How are transactions organized, maintained, and summarized in financial reports?

Answer each of the following questions with either a "YES", "NO", or "NOT APPLICABLE" by checking the respective box.

3. Does your organization have written accounting policies? Do your policies include policies on the procurement of goods/services?

YES NO

4. Does your accounting system identify and segregate:

- Allowable and unallowable costs;
- Direct and indirect expenses;
- Grant costs and non-grant costs; and
- The allocation of indirect costs.

YES NO

5. If your organization has more than one grant contract, does your accounting system have the capability of identifying the receipt and expenditures of program funds and program income separately for each contract?

YES NO NOT APPLICABLE

6. Are individual cost elements in your organization's chart of accounts reconciled to the cost categories in the approved budget?

YES NO

7. Are your accounting records supported by source documentation (invoices, receipts, approvals, receiving reports, canceled checks, etc.) and on file for easy retrieval?

YES NO

8. Financial policies and procedures in place?

YES NO

If yes, please submit with application.

GENERAL ADMINISTRATION AND INTERNAL CONTROLS

9. Does your organization have written personnel policies?

YES NO

10. Does your organization have written job descriptions with set salary levels for each employee?

YES NO

11. Are payroll checks prepared after receipt of approved time/attendance records and are payroll checks based on those time/attendance records?

YES NO

12. Are procedures in place to determine the allowability, allocability, and reasonableness of costs?

YES NO

The Organizational Financial Information and Internal Controls Questionnaire must be signed by an authorized person who has completed the form or reviewed the form and can attest to the accuracy of the information provided.

Approved by:

Signature: _____

Date:

Printed Name:

Title:

Signature: _____

Date:

Printed Name:

Title (Fiscal Manager):