



### Financial Status Questionnaire

Entity Name:

<u>General Information</u>		
Yes	No	1. Does your organization have its financial statements reviewed by an independent public accounting firm? ( <b>Please enclose a copy the most recent financial statements for your organization, audited or unaudited.</b> )
Yes	No	2. Are duties separated so that no one individual has complete authority over an entire financial transaction?
Yes	No	3. Does your organization have controls to prevent expenditure of funds in excess of approved, budgeted amounts?
Yes	No	4. Other than financial statements, has any aspect of your organization's activities been audited within the last two years by a governmental agency or independent public accountant? Explain.
Yes	No	5. Are all disbursements properly documented with evidence of receipt of goods or performance of services?
Yes	No	6. Does the organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges to all grants, contracts and cooperative agreements? If NO, please explain how the assurance can be handled)

<u>Cash Management</u>		
Yes	No	1. Are all bank accounts reconciled monthly?
Yes	No	2. Does your organization have a cash forecasting process which will minimize the time elapsed between the drawing down of funds and the disbursement of those funds?

Payroll

Yes            No

1. Are payroll charges checked against program budgets?
2. What system does your organization use to control paid time, especially time charged to sponsored agreements?

Procurement

Yes            No

1. Are there procedures to ensure procurement at competitive prices?
2. Is there an effective system of authorization and approval of:

Yes            No

a) capital equipment expenditure?

Yes            No

b) travel expenditures?

Property Management

Yes            No

1. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts?

Yes            No

2. Are there effective procedures for authorizing and accounting for the disposal of property and equipment?

Yes            No

3. Are detailed property records periodically checked by physical inventory?

4. Briefly describe the organization's policies concerning capitalization and depreciation.

Cost Transfers

1. How does the organization ensure that all cost transfers are legitimate and appropriate? Please describe the process.

Indirect Costs

Yes            No

Does the organization have an indirect cost allocation plan or a negotiated indirect cost rate? **(If there is a negotiated indirect cost rate agreement, please provide a copy)**

---

**Please attached all requested documents to this questionnaire**

Signature of Authorized

Official:

Title:

Date:

Contact

Phone #

Email address: