FINANCIAL MANAGEMENT SYSTEMS SURVEY FOR POTENTIAL GRANTEES

Legal Applicant: ________________________________ Date of Survey: __________________

A. General Information

1. Has your organization received a federal cost-reimbursement award in the last two years?
   □ YES  □ NO  If yes, what is your cognizant federal oversight agency.
   Agency: ______________________________________
   Name of Contact: _____________________________  Telephone: ______________________

2. Has your organization been audited by an independent public accounting firm in the past two years?
   □ YES If yes, please attach a copy of the report. □ NO

3. Was this audit conducted in accordance with OMB Circular A133? □ YES □ NO
   If “No”, what procedures were followed? _____________________________________________

4. Please indicate the fiscal year of your organization:
   Month begins: ____________   Month ends: ____________

5. What is the usual audit schedule for your organization? ________________________________

6. Does your organization have a cost allocation plan?  □ YES □ NO  (If “Yes”, attach a copy.)

7. Does your organization have a negotiated indirect cost rate with a state or federal agency?
   □ YES □ NO  If “Yes”, what is your cognizant agency? ________________________________
   Please attach a copy of your most recent letter from this agency.

8. Has your organization filed for tax-exempt status with the Internal Revenue Service?
   □ YES □ NO

9. Has the Internal Revenue Service granted final approval for tax-exempt status? □ YES □ NO

10. Under which IRS Code did your organization file? ______ 501(c)(3) ______ 501(c)(4)
    ______ 501(c)(5) ______ 501(c)(6) ______ Other:_______________________________

11. Please provide a copy of your organization’s Articles of Incorporation or Governing document as they relate to your purpose and mission.
    Comments:____________________________________________________________________

B. Accounting System

1. Which of the following best describes the accounting system:
   □ Manual   □ Automated   □ Combination

2. Is there a chart of accounts? □ YES □ NO
3. Is a double entry accounting system used? □ YES □ NO

4. What books of account are maintained?
   a) General Ledger □ YES □ NO  
   b) Project Cost Ledger □ YES □ NO  
   c) Cash Receipts Journal □ YES □ NO  
   d) Cash Disbursements Journal □ YES □ NO  
   e) Payroll Journal □ YES □ NO  
   f) Income (Sales) Journal □ YES □ NO  
   g) Purchase Journal □ YES □ NO  
   h) General Journal □ YES □ NO  
   i) Other (please describe): □ YES □ NO

5. Does the accounting system identify the receipt and expenditure of funds separately for each grant and contract? □ YES □ NO

6. Does the accounting system provide for recording grant/contract costs according to categories of the approved budget? □ YES □ NO

7. Does the accounting system provide for documenting and recording the in-kind value or goods and services contributed to grant or contract projects? □ YES □ NO

8. Are time distribution records maintained for each employee to account for his/her total effort (100%)? □ YES □ NO

9. Is the accounting system able to disburse stipends that are not based on hours worked but do require withholding income tax and payment of FICA? □ YES □ NO

10. Is the organization familiar with the cost principles (OMB Circulars A-21, A-87, or A-122 as appropriate) and procedures for the determination and allowance of costs in connection with federal grants and contracts? □ YES □ NO

   Comments: _______________________________________________________________________________

C. Funds Management

1. Is a separate bank account maintained for Federal grant/contract funds? □ YES □ NO

2. If a separate account is not maintained, can the federal grant/cooperative agreement funds and related expenses be readily identified? □ YES □ NO

   Comments: _______________________________________________________________________________

D. Internal Controls

1. Are the duties of the bookkeeper/record keeper separated from cash functions (receipt or payment of cash)? □ YES □ NO

2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and payroll preparation? □ YES □ NO

3. Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, etc.)? □ YES □ NO
4. Are employees who handle funds required to be bonded against loss by reasons of fraud or dishonesty?
   □ YES  □ NO

Comments: ____________________________________________________________

Prepared by: ________________________________

Signature: ________________________________

Title: ________________________________

Date: ________________________________