

Form F, Financial Management Questionnaire

Legal Business Name of Respondent:

ACCOUNTING SYSTEM

The type of accounting system often depends on the size of the organization. Briefly describe your organization's accounting system including:

- a) Is the accounting system computerized, manual or a combination of both;
- b) How are different types of transactions (e.g., cash disbursements, cash receipts, revenues, journal entries) recorded and posted to the general ledger;
- c) When do you close your general ledger (e.g., monthly by the 10th of the following month); and
- d) How transactions are organized, maintained, and summarized in financial reports.
- e) If your accounting system is computerized, indicate the name/type.

Answer each of the following questions with either a “yes” or “no” answer by checking the respective box.

1. Is your accounting system organized to allow an auditor to trace financial report balances through the general ledger and other summary ledgers/journals to each detail accounting transaction and supporting source documentation?

YES NO

2. Does your accounting system have the capability of identifying the receipt and expenditures of program funds and program income separately for each HHSC contract/program attachment?

YES NO

3. Does your accounting system provide for the recording of expenditures for each program attachment by the budget cost categories shown in the proposed budget?

YES NO

4. Does your accounting system provide for the segregation of direct and indirect expenses and the allocation of indirect costs?

YES NO

5. Are time records (e.g., time sheets) maintained for all employees where their actual time/effort is recorded and specifically identified to a particular cost objective?

YES NO

6. Is the employees' time/effort that is recorded on the time record the source/basis of the calculation of salary/wage costs recorded in the general ledger for each cost objective?

YES NO

GENERAL ADMINISTRATION & INTERNAL CONTROLS

1. Is the staff who will be responsible for the financial management of the award generally familiar with the existing regulations and guidelines containing the cost principles and financial administrative requirements applicable to state and federal contracts/grants?

YES NO

2. Does your organization have written accounting policies and procedures?

YES NO

3. Are generally accepted accounting principles followed for separation of duties regarding receipts and deposit of funds and payment of goods and services?

YES NO

4. Are procedures in place with adequate controls to ensure that receipts and disbursements are authorized and appropriately documented?

YES NO

5. Are all disbursements approved prior to payment?

YES NO

6. Is there any additional review or special approval required for checks exceeding a specific dollar amount?

YES NO

7. Are there written procedures and internal controls established for the procurement of goods and services?

YES NO

8. Do purchase orders/requisitions require specific approvals from authorized individuals in the requesting department?

YES NO

9. Are supporting documents (invoices, receipts, approvals, receiving reports, canceled checks, etc.) maintained for each disbursement and on file for easy location and retrieval?

YES NO

10. Do supporting documents accompany checks for the check signer's signature?

YES NO

11. Are supporting documents marked when paid to prevent reuse or duplication of payment?

YES NO

12. Are invoices coded to identify allocation of payment by cost objective and sub-account?

YES NO

13. Does your organization stay current with payments of its accounts payable, payroll taxes and other liabilities, loans, taxes, etc.?

YES NO

14. As program income is to be used for program purposes, are there procedures and controls to ensure proper use, accountability, and allocation?

YES NO

15. Do you have written personnel policies?

YES NO

16. Does your policy require individual daily time and attendance records for personnel (part-time, full-time, and/or in-kind volunteers)?

YES NO

17. Do procedures ensure that time and attendance reports can be specifically traced to costs recorded in the general ledger for each payroll period for each cost objective?

YES NO

18. Do you have written job descriptions with set salary levels for each employee?

YES NO

19. Do you have on file authorizations covering rates of pay, withholding and deductions for each employee?

YES NO

The Financial Management and Administration Questionnaire must be signed by an authorized person who has either completed or reviewed the form and can attest to the accuracy of the information provided.

Approved by:

Print Name: _____

Signature: _____

Title: _____