Attachment F

Fiscal Management, Budgeting and Equipment Inventory

Name of Reviewer: _____________________________

Date of Review: ________________________________

Name of CIL: ____________________________________________

1. An individual has been designated to have clear responsibility to assure that contract funds are properly used.
   _____ Yes _____ No

   Title(s) of designee: _________________________________

2. Accounting records including cost accounting records are supported by source documentation.
   _____ Yes _____ No

3. Required reports accurately account for the CIL's funds.
   _____ Yes _____ No

4. Procedures are followed to assure expenditures are consistent with the approved budget of the CIL.
   _____ Yes _____ No

5. ACCES-VR has approved any budget revisions prior to expenditure of funds.
   _____ Yes _____ No

6. The CIL has written procedures that minimize the time elapsing between the transfer of funds and dispersement of funds.
   _____ Yes _____ No

7. The CIL has a method for recording time in attendance of staff.
   _____ Yes _____ No
8. All financial status reports both of an internal nature and those required by the grant agency are current and accurate.
   _____ Yes _____ No

9. VERIFICATION SOURCE:

10. The financial status report reflects program income, cost sharing, matching indirect cost rates.
   _____ Yes _____ No

11. The CIL distributes administrative costs among its various funding sources in an equitable manner as might be found in a cost allocation plan.
   _____ Yes _____ No

12. If yes, and if a cost allocation plan has been developed, provide a copy of the plan (this is useful for future budget adjustments and is of value when providing technical assistance to other CIL's).
   _____ Yes _____ No

13. The accounting system is computerized.
   _____ Yes _____ No

   If so, what software is used. ____________________

14. The elements of the formal accounting system are:

   A. General ledger ________
   B. Grant ledger ________
   C. General journal ________
   D. Cash receipts ________

   Other (please specify)__________________________________________
15. The formal accounting system is maintained by
   A. Cash basis ________
   B. Accrual basis ________
   Other (please describe)____________________________
16. Purchasing and payment functions are separated.
   _____ Yes _____ No
17. Payments are made only if disbursements or checks are
    countersigned.
   _____ Yes _____ No
18. All funding sources are accounted for separately.
   _____ Yes _____ No
19. Expenditures are recorded by budget cost category and funding
    sources.
   _____ Yes _____ No
20. All accounting records are supported by accurate documentation
    and entries are made on a regular basis.
   _____ Yes _____ No
21. Payment vouchers are identified as to grant number, expense
    classification and transaction date, and funding sources.
   _____ Yes _____ No
22. The CIL maintains current and complete records of all property
    purchased with contract funds.
   _____ Yes _____ No
23. The CIL has a system for controlling inventory (general ledger
    control account card reports, and property labels).
   _____ Yes _____ No
24. The CIL keeps duplicate reference.
   _____ Yes _____ No

25. Maintenance of property and equipment records are kept.
   _____ Yes _____ No

26. Records contain: descriptions of each piece of equipment; purchase date/cost; manufacturers serial number, model number, federal stock number, national stock number, or other identification number; location and condition of the equipment, date information was recorded; and ultimate disposition.
   _____ Yes_____ No

27. The CIL inventories property at least annually.
   _____ Yes _____ No

28. Date of last inventory: ____________________________

29. Adjustments to inventory accounts are made only on written authority of a designated official.
   _____ Yes _____ No

30. Name/Title of designee:

31. The CIL guards against loss, damage or theft of property.
   _____ Yes _____ No

32. The CIL has policies, procedures and controls for purchasing and disposing of property.
   _____ Yes _____ No