

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