



OFFICE OF RESEARCH AND SPONSORED PROGRAMS  
**FINANCIAL QUESTIONNAIRE**

*This questionnaire is required to be completed if Entity is NOT subject to U.S. Code of Federal Regulations [2 CFR Part 200, Subpart F - Audit Requirements](#).*

Entity Name:	
Date Information was Last Updated:	
<b>General Financial and Audit Information</b>	
<p>Does your organization maintain audited financial statements?</p> <ul style="list-style-type: none"> <li>If "Yes", when was the last financial statement audit conducted?</li> <li>Name of Auditing Firm:</li> <li>If "No", audited financial statements are not maintained, are unaudited statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?</li> </ul>	<p>Please provide a copy of <b>OR</b> a link to the most recent financial statements for your organization, audited or unaudited</p>
<p>Other than financial statements, has any aspect of Entity's activities been audited within the last two years by a U.S. governmental agency or independent public accountant?</p>	<p>If "Yes", please provide brief explanation  <b>OR</b> provide link of recent external audit report in Relevant Links</p>
<p>Entity has outstanding audit findings which would impact any grant/contract costs</p>	<p>If there are findings, provide a brief description of findings and corrective action  <b>OR</b> provide copy or link in Relevant Links</p>
<b>Fiscal Responsibility and Internal Controls</b>	
Does the Entity's structure provide an adequate segregation of duties regarding:	
<ul style="list-style-type: none"> <li>Posting and approval of journal entries (including correct entries) to the accounting system?</li> <li>Cash management, including cash drawdowns and requests for reimbursement?</li> </ul>	<ul style="list-style-type: none"> <li>Review of approval of expenditures and procurements?</li> <li>Review and approval of financial, performance, and other required reports?</li> </ul>
Does the Entity perform periodic internal evaluations and reviews of its policies and procedures to ensure that controls are providing sufficient safeguards and effective oversight?	
Entity maintains internal controls to assure that it is managing U.S. Federal and non-federal awards in compliance with applicable U.S. laws, regulations, and the provision of grants/contracts	
<b>Accounting System</b>	
<p>Please select most appropriate option listed below that describes organizations Cost Accounting System for recording expenses charged to contracts, grants, and cooperative agreements</p> <ul style="list-style-type: none"> <li>Accrual</li> <li>Cash Basis</li> <li>Modified Accrual Basis</li> <li>Other</li> </ul>	<p>If "Yes" to more than one of options or if "Other" was selected, please provide a brief explanation <b>OR</b> provide a link</p>

## Accounting System Continued

Entity certifies that its accounting system is in accordance with generally accepted accounting principles and (Indicate all that apply by selecting "Yes"):

- Has the capability to identify the receipt and expenditure of funds separately for each grant/contract?
- Has the capability to identify all U.S. Federal funds under the appropriate CFDA Program and number in which they were received?
- Can prepare appropriate financial statements, including the schedule of expenditures of federal awards (SEFA) per U.S. Code of Federal Regulations 2 CFR Part 200
- Has the capability to record grant/contract costs according to the line-item categories in the approved proposal/award budget?
- Has the capability when and if cost share is committed and/or required by Entity to record and properly document all cost share/matches? Has the capability to provide for the segregation of direct and indirect expenses?
- Has the capability to prevent expenditure of funds in excess of total approved, budgeted grant/contract award amounts?
- Has the capability to prevent expenditure of funds in excess of approved, budgeted grant/contract award amounts per budget cost category (e.g., Personnel, Travel, etc.)?

Are appropriate personnel familiar with 2 CFR Part 200, Subpart E - Cost Principles and able to determine whether costs in connection with U.S. Federal grants/contracts can be considered allocable, allowable, reasonable, and necessary?

## Facilities & Administrative Costs

Does Entity have an indirect cost (IDC) allocation plan or a negotiated Facilities & Administration (F&A) rate with a U.S. Federal Government Agency?	If "Yes", please provide a link to latest negotiated rate
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## Funds Management

Is a separate bank account maintained for U.S. Federal and non-federal grant/contract funds?

If a separate bank account is not maintained, can the U.S. grant/contract funds and related expenses be readily identified?

Are all Entity bank accounts reconciled monthly?

Are all disbursements at Entity properly documented with evidence of receipt of goods or performance of services?

Does Entity have a cash forecasting process which will minimize the time elapsed between the receipt and the disbursement of those funds?

## Documentation of Personnel Costs

Does the Entity maintain a system of internal controls to ensure that personnel costs incurred to U.S. funded awards are allocable, allowable, and represent the actual work performed?

Does the Entity maintain records that accurately reflect the work performed by each employee?	If "Yes", are these records incorporated and maintained as part of the Entity's official records?
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Does the Entity maintain records that reflect the **TOTAL** activity for which the employee is compensated?

Does the Entity maintain records that allow employee effort to be reported to multiple funding sources?

<b>Documentation of Personnel Costs Continued</b>
Are Entity's personnel charges verified against program budgets?
Does Entity maintain formal, written policies for the documentation of personnel expenses? <ul style="list-style-type: none"> <li>• If "Yes", provide a link</li> <li>• If "No", please provide a brief explanation <b>OR</b> provide a link</li> </ul>
<b>Procurement</b>
Does Entity have a procurement system that meets the requirements of U.S. Code of Federal Regulations 2 CFR 200?
Does Entity have procedures to ensure procurement at competitive prices?
Does Entity have procurement and travel procedures?
Does Entity have an effective system of authorization and approval of: <ul style="list-style-type: none"> <li>• Capital equipment expenditures?</li> <li>• Travel expenditures?</li> </ul>
<b>Property Management</b>
Does Entity have policies and procedures in place to ensure compliance with requirements in U.S. Code of Federal Regulations 2 CFR Part 200 for real property acquisition, appraisal, negotiation, and relocation?
Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts?
Does Entity have procedures for authorizing payment and accounting for the disposal of property and equipment that meet the requirements of U.S. Code of Federal Regulations 2 CFR Part 200?
Are detailed property records periodically checked by physical inventory?
Briefly describe the Entity's policies concerning capitalization and depreciation <b>OR</b> provide link
<b>Cost Transfers</b>
Does Entity have a Cost Transfer policy and/or procedure? <ul style="list-style-type: none"> <li>• If "Yes" it is optional to provide a link for Cost Transfer policy and/or procedure</li> <li>• If "No", provide brief description on how Entity ensures that all cost transfers are legitimate and appropriate? <b>OR</b> provide link</li> </ul>
<b>Program Income</b>
Does Entity have policies and procedures in place to ensure program income is correctly earned, recorded, and used in accordance with Program requirements?

**ENTITY CERTIFICATION OF ACCURACY OF INFORMATION**  
**Entity Authorized Official Approval/Certification**  
The information, certifications and representations above are accurate and current and have been read and made by an official of the Entity named herein that is authorized to make such certification on behalf of the entity.

Entity Authorized Official Name:  
  
Authorized Official Signature    Date:                      Entity Authorized Official Title: