**4.6 GRANTEE FINANCIAL PROCEDURES RECAP**

**DEO Staff Directions:** Complete the following section based on DEO staff analysis of grantee financial transaction documentation and conversations with fiscal staff.

| What should I Look for? Where? | Key | What I found. | Notes |
| --- | --- | --- | --- |
| 1. Grantee Financial Policies and Procedures were last revised when?
 |  | DATE:  |  |
| 1. CFO verified in the fiscal records of (month) that administrative expenses were allocated according to:
 |  | An approved indirect cost rate |  |
|  | A cost allocation plan on file at DEO |
|  | Other (describe): |
| 1. Grantee has written purchase authorization procedures
 |  | Has a written procedure which it consistently follows |  |
|  | Grantee uses Purchase Orders |  |
| 1. Grantee travel reimbursement

documentation |  | Has written policies and procedures which it consistently follows |  |
|  | Complies with state travel regulations |  |
| 1. Grantee has written **credit/debit/store card use** policies and procedures which it consistently applies
2. Add rows for additional credit cards
 |  | Card | Authorized User(s) | Authorized Uses | Avg Monthly Bill |
|  |  |  |  |  |
|  |  |  |  |  |

### Assessment Key: A – Acceptable; U-Unacceptable; N/A – Not Applicable to this Grantee.

### 4.7 OVERALL FINANCIAL ANALYSIS

**DEO Staff Directions:** Complete the following section based on DEO staff analysis of grantee financial transaction documentation and conversations with fiscal staff.

| What I should look for | Key | Notes |
| --- | --- | --- |
| 1. Bank statements regularly reconciled within 10 days of receipt
 |  |  |
| 1. Grantee bank statement(s) consistently and clearly reconcile to the ledger/journal.
 |  |  |
| 1. Grantee maintains petty cash funds (describe where):
 |  |  |
| 1. Petty cash records are reconciled by on a cycle
 |  |  |
| 1. Are there any checks outstanding beyond 60 days of issue?
 |  |  |
| 1. Have any checks been printed/issued but not mailed
 |  |  |
| 1. Documents are pre-numbered and used consecutively
 |  |  |
| 1. Invoices are PAID and date-stamped
 |  |  |
| 1. Program managers use Revenue and Expense reports as a management tool
 |  |  |
| 1. There have been no internal transfers of funds from one program to another
 |  |  |
| 1. Grantee accruals from prior contract year have been liquidated
 |  |  |
| 1. No grant funds have been used to purchase or renovate real estate
 |  |  |

**4.8 GRANTEE’S ABILITY TO ASSESS OVERALL ORGANIZATIONAL FINANCIAL HEALTH**

| What I should look for | Key | What I found | Notes |
| --- | --- | --- | --- |
| 1. Have the grantee produce a current balance sheet for the last closed accounting period (month).
 |  | The grantee can produce a balance sheet in a short period of time. |  |
|  | The balance sheet was for the period ending: INSERT DATE |  |
| 1. Refer to Pre-Monitoring Document “Financial Trends Analysis”

(Non-Profits Only) |  |  |  |
|  | The financial picture of the past three years is: |  |
|  |  | Very positive  | > 2.5 |  | Up |  |
|  |  | Positive | 0.5 to 2.5 |  | Steady |  |
|  |  | Vulnerable | -0.5 to 0.5 |  | Variable |  |
|  |  | Weak  | -0.5 to -2.5 |  | Down |  |
|  |  | Critical | > -2.5 |  |  |  |
| 1. Overall financial health
 |  | Finance director conducts an annual analysis of the Balance Sheet plus a multi-year trend analysis | Serious concern if analysis conducted only by auditor |
|  | Finance director provides regular year-to-year spending comparisons in programs which have been fairly stable |  |
|  | Program and finance directors point out non-routine spending in budgets and revenue and expense statements |  |
|  |

| What I should look for | Key | What I Found | Notes |
| --- | --- | --- | --- |
| 1. Revenue and Expense Statements amounts for (Month(s) are supported by primary documentation
 |  |  |  |
| 1. Expenses are consistent with DEO approved budget
 |  |  |  |
| 1. Expenses were allocated in a cost allocation plan or an indirect cost plan
 |  |  |  |
| 1. Justification for cost allocation was contained in check documentation
 |  |  |  |
| 1. Monthly FSR’s for the contract period were received on time
 |  |  |  |
| 1. Quarterly Reports for the contract period were received on time
 |  |  |  |
| 1. Contracts, modifications, and other related correspondence/ reports were submitted in a timely manner or as directed.
 |  |  |  |
| 1. A-133 Audits were submitted on time (if applicable)
 |  |  |  |