Community Shelter Board

Program Review and Certification Internal Control Questionnaire

Agency: Community Shelter Board

General

1. Please provide or upload in Submittable an organizational chart that illustrates the actual lines of authority and responsibility. The chart should include the names of the employees and their job titles.

2. Have there been any substantive changes to the financial policies and procedures or procurement policies and procedures? If so, please explain.

3. Please provide or upload in Submittable a chart of accounts that include a complete list of account numbers and descriptions for each program.

4. What type of accounting software does the Agency use?

5. Please list the names and job titles of the staff members who perform accounting duties. Briefly describe their qualifications to perform those duties (e.g., education, work experience, length of time employed with the Agency, etc.).

Receipts/Revenue

1. Is the collection of receipts/revenue separate from the posting of receipts/revenue to the general ledger?

2. Who is responsible for coding receipts/revenue, and who is responsible for posting grant revenue and/or receipts to the general ledger?

3. How does the Agency ensure that grant revenue and/or receipts are recorded accurately, in the proper period, and in a timely manner?

4. Who prepares funder invoices? Who reviews and approves funder invoices?

Purchases/Payments

1. Who is authorized to establish new vendors, and how is this process documented?

2. Who is authorized to purchase goods and/or services?

3. Who approves purchases of goods and/or services, and how is this process documented?

4. Is there a dollar threshold for purchases which require governing board approval? If so, what is the limit?

5. Who is responsible for the general ledger coding for expenses, and who posts expenses/ accounts payable to the general ledger?

6. Who approves payments to vendors? Where is the approval for the payment documented?

7. Who prepares checks?

8. Who are the authorized check signers? Are more than one check signer required?

9. Is there a dollar threshold that requires multiple signatures on checks?

10. Who is authorized to make bank transfers for vendor payments? Is there a dollar threshold for bank transfers?

11. Please describe the process for ensuring that vendors are paid timely.

12. In the event a stop payment is needed: Who is authorized to request stop payments? Who is authorized to approve the stop payments? Who initiates the stop payment with the bank?

13. Who records the stop payments to the general ledger and credits the appropriate account(s)?

14. Is there proper segregation of duties over journal entries? Who prepares journal entries? Who approves the entries? Who posts the entries?

Cash/Bank Accounts

1. Who is authorized to open bank accounts?

2. Who is authorized to close bank accounts?

3. Does the Board of Directors approve all account openings and closings?

4. Where are blank checks stored, and who has access to them?

5. Who receives the bank statements?

6. Who performs bank reconciliations? Is the reconciliation performed in a timely manner, no longer than 10 days after the bank statement date?

7. Who reviews bank reconciliations? Is the review documented and completed within 15 days of month's end?

8. Does the Agency maintain grant funds in interest-bearing accounts? If so, please explain the procedures for ensuring that the interest that is earned on federal funds is treated in accordance with federal requirements.

Payroll, Taxes, Fringe Benefits

1. Does the Agency outsource payroll to a third-party vendor? If yes, please state the name of the vendor.

2. If payroll is generated in-house, does the Agency use a separate software for payroll processing from the accounting software, or is the payroll software integrated with the general ledger?

3. If payroll is not integrated with the general ledger or if a third-party vendor is used, please explain how the payroll transactions are recorded into the accounting system and who performs this task.

4. Are employees paid weekly, bi-weekly, semi-monthly, or monthly?

5. Who is authorized to set up new employees in the payroll system in-house or with the third-party vendor?

6. Who is authorized to update the rates of pay and the deductions in the accounting/payroll system?

7. Please describe how hours worked are tracked by employees. Please indicate if this is done via paper, electronically, or a combination of both.

8. Please describe how staff time is tracked and recorded by grant, funding source, and functional expense for the actual time worked. Note that predetermined percentages or budgets cannot be the basis of allocating staff time to grants/projects.

9. For employees working solely on a CoC-funded program, are charges for their salaries/wages supported by periodic certifications stating that the employees worked solely on that program for the period that is covered by the certification?

10. Please explain the procedure for tracking and charging staff time and costs between administrative and programmatic. Are cost pools used to account for administrative time?

11. Do employees sign their time records?

12. Do supervisors approve time records?

13. Who calculates and/or prepares payroll transactions?

14. Who approves payroll transactions?

15. Who records payroll transactions?

16. Are employees paid via check or electronic funds transfer?

17. Who is responsible for the completion of payroll tax payments to the taxing authorities?

18. Who is responsible for the timely completion of payroll tax reports to the taxing authorities?

19. If the payment of payroll taxes differs from other vendor payments, please explain how payroll tax payments are calculated and paid.

20. How does the Agency ensure that the payroll tax payments are made and that the reports are filed by the required due dates?

Match/Program Income

1. If the Agency received donations of in-kind goods or services, please describe how they are valued.

2. Who is responsible for maintaining the information and documentation regarding donated goods and services?

3. Please describe the process for ensuring that matching expenses are not reported for more than one grant/project.

4. If the Agency receives program income, please describe the process for assuring that it is properly earned, recorded, and reported in accordance with the grant/project requirements.

Governing Board

1. Does the governing board meet regularly and document the discussion and actions through board meeting minutes? Please explain.

2. Does the governing board have a financial/accounting professional or expert? Please explain and state the qualifications of the board member who is serving as the fiscal expert.

3. Please explain the types of financial information/reports that the governing board reviews. Does the Agency prepare periodic financial statements to be submitted at least quarterly to the board, including at a minimum a statement of cash receipts and cash disbursements?

4. Please explain the process for how the governing board selects an auditor/audit firm, including how often the audit is bid.

5. Please describe any discussions that occur between the governing board, board committees, and the auditors.

6. Does the governing board accept the audit report?

7. Does the governing board review the IRS Form 990 prior to submission?

Grant Requirements/Other

1. Please explain how the accounting duties are segregated to effectively reduce the risk of a person concealing errors, manipulating accounting information, falsifying internal/external reports, or committing theft or fraud.

2. Are employees encouraged to report suspected improprieties, theft, and fraud? Please explain.

3. Does the Agency have written policies and procedures ensuring that the grant funds and program income are used in accordance with federal, state, and grant requirements? Please explain.

4. Does the Agency utilize a federally-approved indirect cost rate? If so, what is the rate and the basis of allocation? Provide or upload in Submittable a copy of the most current approved indirect cost rate agreement.

5. Does the Agency use the 10 percent *de minimis* indirect cost rate?

6. If the Agency does not have a federally-approved indirect cost rate or use the 10 percent de minimis indirect cost rate, please explain how the administrative or management/general costs are allocated.

7. Please explain the process for complying with federal equipment and real property standards.

8. Please explain the process and frequency of management's review of the operating results, budget variances, and financial reports.

9. Please explain how management is involved in the day-to-day operations of the Agency to be able to identify significant variance from expectations.

10. Please explain the process for ensuring that grant expenses are incurred during the period of availability.

11. Please explain how the Agency ensures that only allowable costs are charges to the grants.

12. Please explain the procedures and who is involved to ensure that grant reporting is accurate and timely. Who reviews and approves grant reports?

_____

Print or typed name

_____ _____

Signature Date