

2009-2010
CDBG PUBLIC SERVICE SUB-RECIPIENT MONITORING
FINANCIAL & CORPORATE COMPLIANCE CHECKLIST

Sub-Recipient: _____

Program/Project: _____ P.O. # _____

Budget Amount: \$ _____ Expended to Date: \$ _____

Date of On-Site Visit: _____ By: _____
 (Print Name)

Signature _____

ORGANIZATIONAL DOCUMENTS

COMMENTS

Y N 1. _____ Federal Tax Identification number	_____
Y N 2. _____ most recent Federal tax report	_____
Y N 3. _____ State certificate of incorporation	_____
Y N 4. _____ Proof of nonprofit status	_____
Y N 5. _____ Corporate Meeting Minutes	_____
Y N 6. _____ By-Laws	_____

INTERNAL CONTROLS

COMMENTS

Y N 1. Is there a sufficient separation of duties?	_____
Y N 2. Is there restricted access to cash & fixed assets?	_____
Y N 3. Are there approved and recorded transactions?	_____
Y N 4. Are there monthly bank reconciliations?	_____

ACCOUNTING RECORDS**COMMENTS**

Y N 1. Chart of Accounts.	_____
Y N 2. General Ledger	_____
Y N 3. Cash Receipts Journal	_____
Y N 4. Payable Ledger	_____
Y N 5. Receivable Ledger	_____

FINANCIAL SYSTEM REPORTS**COMMENTS**

Y N 1. Annual Report/Financial Statement:	_____
_____ Balance Sheet	_____
_____ Income Statement	_____
_____ Statement of changes in financial position	_____
Independent Audit? Y N	_____
Corp. Officer Certification that Financial Statement prepared w/o audit? Y N	_____

REQUEST FOR PAYMENTS & DOCUMENTS

Y N 1. Requests were timely.	_____
Y N 2. Requests when submitted had required support Documents.	_____
Y N 3. Organized and up-to-date documents on site.	_____
Y N 4. Original invoices, receipts, and cancelled Checks on site.	_____
Original personnel expenditure records, payroll logs and time sheets:	_____

Y N 5. Were complete, numbered, and dated.	_____
Y N 6. Had employee and supervisor signatures.	_____
Y N 7. Showed percentage allotted to CDBG.	_____

EQUIPMENT RECORDS (if CDBG funding was used for purchase of equipment)

Y N 1. Do records reflect description, Title, I.D. number, source of equipment, purchase date, calculation re CDBG portion of cost, location and condition of equipment, & unit acquisition cost?	_____
Y N 2. Is there a control system to prevent loss, damage or theft?	_____
Y N 3. Are good maintenance procedures in place?	_____
Y N 4. If equipment was disposed of: date, sales price, method used to determine fair mkt value?	_____
Y N 5. If equipment 2 or more years old, has physical inventory been taken & reconciled with records?	_____
Y N 6. If required, is equipment permanently installed?	_____