



FINANCIAL MANAGEMENT SYSTEMS QUESTIONNAIRE				
Organizational Data				
Name of Organization:				
Address:				
Representative Name and Title:				
Phone:	Fax:	Email:		
Year Established:	Employer Id # (EIN):	DUNS Number:		
Organization Type:				
Approx. Number of Employees:	Full Time:	Part Time:		
Federal Audit Data				
Prior Audits/Reviews: (Check all relevant types)	OMB A-133	Incurred Cost		
	Accounting System	Timekeeping		
Date of Last Federal Audit/Review:				
Audit Agency/Firm:				
If Findings reported, explain:				
State Audit Data				
Prior Audits/Reviews: (Audit Report title)				
Date of Last State Audit/Review:				
Audit Agency:				
If Findings reported, explain:				
Financial Statement Audit Data				
Most Recent Financial Statement Audit Date:				
Fiscal Period Audited:				
Audit Firm:				
If Auditor's opinion on Financial Statements was qualified, state the reason(s):				
Accounting System Data				
What books of account are maintained? (Check all relevant types)				
General Ledger		Cash Receipts Journal		Cash Disbursements Journal
Project Cost Ledger		Payroll Journal		
Does the accounting system provide for the recording of contract costs according to categories of the approved budget?			YES	NO
Does the system identify the receipt and expenditure of funds separately for each contract?			YES	NO
Does the system provide for the recording of cost sharing/matching for each project, and ensure that documentation is available to support recorded cost sharing/matching?			YES	NO
Does the system provide for the recording of participant support costs as a separate cost category?			YES	NO
Timekeeping System Data				
Are time distribution records maintained for each employee to account for his/her TOTAL effort (100%)?			YES	NO
Attach a sample timesheet and procedures for completing timesheets and for allocating salary and wage charges to State awards.				
Is your organization familiar with the time and effort reporting requirements related to State awards made to your type organization?			YES	NO
Purchasing System				
Are asset inventory records maintained?			YES	NO
Does your organization have policies relating to buy/lease analysis and competitive purchases over \$25,000?			YES	NO
What is the dollar threshold for capitalization of equipment?				

<b>Funds Management</b>		
Is a separate bank account maintained for State contract funds?	YES	NO
If a separate bank account is not maintained, can the State contract funds and related expenses be readily identified?	YES	NO
Does your organization have procedures in place to address cash flow issue for the time elapsing between incurrence of costs by your organization and reimbursement of funds by the State?	YES	NO
<b>Signature</b>		
Prepared by:	Signature	Date:
<p>I understand that this signed questionnaire is part of the WSIP and that false and/or inaccurate representations in this questionnaire may result in loss of all funds awarded to the applicant for its project, withhold disbursement of project funds, and/or pursue any other applicable legal remedy.</p>		