Community Development Block Grant Sub-Recipient Monitoring Financial & Corporate Compliance

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| Sub-Recipient: |  |
| Program/Project |  |
| Awarded Amount |  |  | Contract End Date: |  |
| Date of On-Site Visit: |  |  | By: |  |
|  |  |  |  | (Printed Name) |

|  |  |
| --- | --- |
| Signature of Monitor: |  |

|  |  |
| --- | --- |
| Organizational Documents | Comments |
| Y  | N  | 1. | Federal Tax Identification Number |  |
|  |
| Y | N | 2. | Most Recent Federal Tax report |  |
|  |
| Y | N | 3. | State Certification of Incorporation |  |
|  |
| Y | N | 4. | Proof of Nonprofit Status |  |
|  |
| Y | N | 5. | Corporate Meeting Minutes |  |
|  |
| Y | N | 6. | By-laws |  |
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|  Internal Controls | Comments |
| Y | N | 1. | Is there sufficient separation of Duties? |  |
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| Y | N | 2. | Is there restricted access to cash & Fixed assets? |  |
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| Y | N | 3. | Are there approval and recorded Transactions? |  |
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| Y | N | 4. | Are there monthly bank Reconciliations? |  |
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| Accounting Records | Comments |
| Y | N | 1. | Chart of Accounts |  |
|  |
| Y | N | 2. | General Ledger |  |
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| Y | N | 3. | Cash receipts journal  |  |
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| Y | N | 4. | Receivable ledger |  |
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| Financial Systems Reports | Comments |
| Y | N | 1. | Annual report/financial statement: |  |
|  |  | Balance sheet |  |
|  |  | Income Statement |  |
|  |  | Statement of changes in financial position |  |
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| Y | N | 2. | Independent Audit  |  |
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| --- | --- |
| Request for payments & documents | Comments |
| Y | N | 1. | Requests were timely? |  |
|  |
| Y | N | 2. | Requests when submitted had required supporting documentation? |  |
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| Y | N | 3. | Organized and up-to-date documents on site? |  |
|  |
| Y | N | 4. | Original invoices, receipts and cancelled checks on site? |  |
|  |
| Y | N | 5. | Were complete, numbered and dated? |  |
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| Y | N | 6. | Had employee and supervisor signatures? |  |
|  |
| Y | N | 7. | Showed percentage allotted to CDBG |  |
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| --- | --- |
| Equipment Records(if CDBG was used for purchase of equipment) | Comments |
| Y | N | 1. | Do records reflect description, title, I.D. number, source of equipment, purchase date? Calculation regarding CDBG portion of cost, location and condition of equipment, unit Acquisition cost? |  |
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| 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 market value? |  |
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|  |
| Y | N | 5. | If equipment is 2 or more years old, has physical inventory been taken & reconciled with records? |  |
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| Y | N | 6. | If required, is equipment permanently installed? |  |
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Extra Notes:

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