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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internal Controls | | | | Comments |
| Y | N | 1. | Is there sufficient separation of  Duties? |  |
|  |
| Y | N | 2. | Is there restricted access to cash &  Fixed assets? |  |
|  |
| Y | N | 3. | Are there approval 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. | Receivable ledger |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial Systems Reports | | | | Comments |
| Y | N | 1. | Annual report/financial statement: |  |
|  |  | Balance sheet | |  |
|  |  | Income Statement | |  |
|  |  | Statement of changes in financial position | |  |
|  | | | |  |
| Y | N | 2. | Independent Audit |  |
|  |
|  |  |  |  |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request for payments & documents | | | | Comments |
| Y | N | 1. | Requests were timely? |  |
|  |
| Y | N | 2. | Requests when submitted had required supporting documentation? |  |
|  |
| 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? |  |
|  |
| Y | N | 6. | Had employee and supervisor signatures? |  |
|  |
| Y | N | 7. | Showed percentage allotted to CDBG |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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? |  |
|  |
|  |
|  |
|  |
|  |
| 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? |  |
|  |
|  |
| Y | N | 5. | If equipment is 2 or more years old, has physical inventory been taken & reconciled with records? |  |
|  |
|  |
| Y | N | 6. | If required, is equipment permanently installed? |  |
|  |

Extra Notes:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |