

Fiscal Questionnaire

Organization Name:		
Is the organization a not-for-profit or a for-profit entity?	Not-for-Profit <input type="checkbox"/>	For Profit <input type="checkbox"/>
Is the organization subject to the A-133 Single Audit requirement (Federal funding of \$750,000 or more effective with fiscal years starting January 1, 2015 and forward)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the organization do its own accounting? If no , indicate the name and address of the accounting firm below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name		
Address		
Contact Person		
Phone		
Email		
If the organization does its own accounting, what accounting software does it use?		
Does the organization have a current financial procedures manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often is it reviewed and updated?		
Does the organization have a written cost allocation plan? Submit if yes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what allocation methodology is used?		
Does the organization have an approved Indirect Cost Rate by a cognizant agency? Submit if yes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the organization have a conflict of interest policy? Submit if yes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How often is a trial balance prepared?		
Accounting System Disbursements/Reconciliation		
Are all disbursements made by check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all checks pre-numbered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who is authorized to sign checks? Please indicate name and title(s).		
How often is the bank reconciliation prepared?		
Contact Information for Organization's Auditing Firm		
Name		
Address		
Contact Person		
Phone		
Email		

Segregation of Duties: List employee names and job titles across top and mark duties performed by each employee. Include agency **name** and **date** on this document.

Name of Employee						
Title of Employee						
Approves Purchase Orders						
Verifies Receipt of Order						
Signs Manual Check						
Signs Machine Check						
Custodian of Check Signing Device						
Custodian of Blank Checks						
Prepares Checks for Payment						
Distributes Checks						
Reviews Checks Post Printing						
Post Disbursements						
Computes Cost Allocations						
Receives Cash						
Posts Receipts						
Deposits Receipts						
Custodian of Petty Cash						
Petty Cash Replenishment						
Audits Petty Cash						
Bank Reconciliations						
Maintains General Ledger						
Prepares Financial Statements						
Approves Financial Reports						
Approves Payments						
Access to use LWIA Automatic Teller/Debit Cards						