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## FINANCIAL MANAGEMENT SYSTEMS QUESTIONNAIRE

CSUSM Corporation uses this questionnaire to verify recipient ability to comply with requirements associated with government agency funding, including applicable OMB Circulars on the Cost Principles and Audit Requirements.

The information requested in the questionnaire is necessary for CSUSM Corporation to determine the recipient's preparedness for administering federal funding and to assess what, if any, guidance may be required. CSUSM Corporation asks that the recipients complete the questionnaire and provide as full complete information as possible.

### ORGANIZATIONAL DATA

Name of Organization:

Address:

Representative Name and Title:

Phone:

Fax:

Email:

Duns Number:

Organization Type:

Non-Profit

For-Profit

Educational

State/Local Govt.

Description of Service/Product: Approx. Number of Employees:

Full Time

Part Time

### AUDIT DATA

Prior Audits/Reviews:

Incurred Cost

Accounting System

Timekeeping

Date of Last Federal Audit/Review:

Audit Agency/Firm

If Findings Reported, Explain:

### FINANCIAL STATEMENT AUDIT DATA

Is an independent financial audit performance completed annually for the organization?

Yes

No

Date of Last Financial Statement Audit:

Fiscal Period Audited:

Audit Firm:

Auditor's Opinion on Financial Statement Qualified:

Yes

No

If Qualified Opinion, State Reason:

What books of account are maintained?

General Ledger	Yes	No	Cash Receipt Journal	Yes	No
Project Cost Ledger	Yes	No	Payroll Journal	Yes	No
Cash Disbursements Journal	Yes	No			

Does the accounting system provide for the recording of grant/contract costs according to categories of the approved budget? Yes No

Does the system identify the receipt and expenditure of funds separately for each grant or 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

If the response is "NO" to any of the above, will your organization be able to fully account and separately track federal funding coming to your organization, and if so, how?

If the organization is a non-U.S. entity, please describe any known accounting practices which differ from U.S. accounting practices:

Is the organization receiving any U.S. Government funding from a U.S. Government agency or through another organization, during the current fiscal year?

Yes No If YES, what amount?

**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)

**PURCHASING SYSTEM DATA**

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? \$

**FUNDS MANAGEMENT SYSTEM DATA**

Is a separate bank account maintained for Federal grant/contract funds? Yes No

If a separate bank account is not maintained, can the Federal grant/contract funds and related expenses be readily identified? Yes No

Please provide a copy of the following documents, if available:

1. A copy of the most recent annual report.
2. A list of individuals authorized to sign on behalf of the organization.
3. A copy of the organization's audited or prepared Financial Statements for the previous 3 years.
4. Organization chart.

\*Please attach any additional information you believe will be helpful in providing the information requested above or for addressing any special accounting or legal issues.

**SIGNATURE OF FINANCIAL OFFICER OR AUTHORIZED OFFICIAL**

NAME:

SIGNATURE:

DATE: