

APPENDIX IV
Administrative Assessment Checklist

Agency: _____

Date: _____

Address: _____

No. of Employees: _____

No. of Business _____

Locations: _____

I hereby certify that the requirements below are met and if reviewed would reflect compliance.

1. Property records are kept with the following information:
 - Description/Item Number/Manufacturer/Identification Number/Grant; or
 - Contract Number/Acquisition Date/Location/Condition
2. Procurement Policy which covers the following: Supplies/Equipment/Construction.
3. Code of Conduct which governs performance of the officers, employees or agents engaged in procurement which states that they will avoid any conflict of interest.
4. Accounting- Complies with generally accepted accounting practices and the accounting requirements of funding sources
5. Financial Statements and Reports are prepared monthly at a minimum
6. Insurance to cover all employees, facilities, vehicles, and volunteers are adequately insured against liability
7. Independent audit and 990 are filed annually.
8. Segregation of duties among personnel in accounting functions.
9. Revenue is identified by funding source
10. Expenditures are posted by funding source
11. Travel policy includes documentation of mileage and meals
12. Time and attendance records are kept for all employees by program, by funding source
13. UCT6 and Form 941 are filed timely
14. Record retention follows all applicable laws, regulations and professional standards.
15. Bank Accounts are maintained and reconciled monthly. Compliance with fiscal requirements and funding sources, public or private is maintained.
16. Cash is segregated and controls are in place to ensure segregation of duties. Cash is reconciled to bank statements monthly.

Signature of Authorized Representative

Date