

**The George Washington University
Financial Status Questionnaire**

Instructions: The purpose of this Questionnaire is to provide the university with information needed to assess the adequacy of the financial and accounting systems of your organization and to assess the need for assistance to ensure accountability of the sub-award issued. This questionnaire is to be completed for any organization that does not receive an annual audit under Uniform Guidance 2CFR200 Subpart F - Audit Requirements. Each question should be answered as completely as possible, using extra pages if necessary. This form is in addition to the Subrecipient Commitment Form.

Organizational Information

1. Organization Name: _____

2. Organization's Fiscal Year (month/ day): _____

3. Please provide copies of any materials that describe your organization, its mission and history. If this information is on a website, please provide link. If no, please explain in the Comments Section.

4. Please list the names of the chief executive officers of your organization. If this information is included on a website or organizational chart, please provide. This may include the following positions
President/Director: _____
Chief Financial Officer: _____
Other: _____

5. List the number of employees your organization has:
Full-time Employees: _____
Part-time Employees: _____

6. Does your organization have an elected Board of Directors? Y N

7. Does the organization have an accounting manual? Y N

8. Does the organization have a human resource manual? Y N

Audit Information

9. Does your organization have its financial statements reviewed by an independent public accounting firm? (Please enclose a copy of the most recent financial statements for your organization, audited or unaudited.) Y N

10. Other than financial statements, has any aspect of your organization's activities been audited within the last two years by a governmental agency or independent public accountant? Y N
If yes, please provide a brief description of the audit in the Comments Section and provide a copy of any recent external audit report.

11. Does your organization have outstanding audit findings which would impact any grant/contract costs? Y N
 - a. If there are findings, please provide a brief description of finding(s) and corrective action in the Comments Section or copy of the document.

Fiscal Responsibility and Internal Controls

12. Does the organization's structure provide an adequate segregation of duties in regards to:
- Posting and approval of journal entries (including correct entries) to the accounting system? Y N
 - Cash management, including cash drawdowns and requests for reimbursement? Y N
 - Review of approval of expenditures and procurements? Y N
 - Review and approval of financial, performance and other required reports? Y N
13. Does the organization perform periodic internal evaluations and reviews of its policies and procedures to ensure that controls are providing sufficient safeguards and effective oversight? Y N
14. Does the organization maintain internal controls to assure that it is managing U.S. Federal and non-federal awards in compliance with applicable U.S. laws, regulations and the provision of grants/contracts. Y N

Accounting System

15. Does the organization have an accounting system?
 Y What is the name of the system? _____
 N Please provide a brief description in the Comments Section.
16. Does the accounting system have the capability to identify the receipt and expenditure of funds separately for each grant/contract? Y N
17. Does the accounting system have the capability to record grant/contract costs according to the line-item categories in the approved proposal/award budget? Y N
18. Does the accounting system have the capability when and if cost share is committed and/or required by the organization to record and properly document all cost share/matches? Y N
19. Does the accounting system have the capability to provide for the segregation of direct and indirect expenses? Y N
20. Does the accounting system have the capability to prevent expenditure of funds in excess of total approved, budgeted grant/contract award amounts? Y N
21. Does the accounting system have the capability to prevent expenditure of funds in excess of approved, budgeted grant/contract award amounts per budget cost category (e.g. Personnel, Travel, etc.)? Y N
22. Are appropriate personnel familiar with 2 CFR Part 200, Subpart E - Cost Principles and able to determine whether costs in connection with U.S. Federal grants/contracts can be considered allocable, allowable, reasonable and necessary? Y N

Funds Management

23. Is a separate bank account maintained for U.S. Federal and non-federal grant/contract funds?
 Y N
- If no, can the U.S. grant/contract funds and related expenses be readily identified? Y N

24. Are all bank accounts reconciled monthly? Y N
25. Are all disbursements properly documented with evidence of receipt of goods or performance of services? Y N
26. Does the organization have a cash forecasting process which will minimize the time elapsed between the receipt and the disbursement of those funds? Y N

Documentation of Personnel Costs

27. Does the organization maintain a system of internal controls to ensure that personnel costs incurred to U.S. funded awards are allocable, allowable, and represent the actual work performed? Y N
28. Does the organization maintain records that accurately reflect the work performed by each employee? Y N
- a. If yes, are these records incorporated and maintained as part of the organization's official records? Y N
29. Does the organization maintain records that reflect the total activity for which the employee is compensated? Y N
30. Does the organization maintain records that allow employee effort to be reported to multiple funding sources? Y N
31. Are organization's personnel charges verified against program budgets? Y N
32. Does the organization maintain formal, written policies for the documentation of personnel expenses? Y N
- a. If yes, please provide a copy or a link in the Comments Section
- b. If no, please provide a brief explanation or link in the Comment Section.

Procurement

33. Does the organization have procedures to ensure procurement at competitive prices? Y N
34. Does the organization have procurement and travel procedures? Y N
35. Does the organization have an effective system of authorization and approval of:
- a. capital equipment expenditures? Y N
- b. travel expenditures? Y N

Property Management

36. Does the organization have policies and procedures in place to ensure compliance with requirements in U.S. Code of Federal Regulations 2 CFR Part 200 for real property acquisition, appraisal, negotiation and relocation? Y N
37. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts? Y N

38. Does the organization have procedures for authorizing payment and accounting for the disposal of property and equipment that meet the requirements of U.S. Code of Federal Regulations 2 CFR Part 200? Y N

39. Are detailed property records periodically checked by physical inventory? Y N

Compliance

40. Does your organization have a formal policy of nondiscrimination and a formal system for complying with Federal civil rights requirements? Y N

41. Does your organization have a formal policy of monitoring and management of conflicts of Interest compliant with Federal requirements? Y N

Please provide a list of Federal grants, contracts or cooperative agreements your organization has received:

Federal Grantor	Pass-through Grantor	Program Name	CFDA Number	Total Budget

ORGANIZATION CERTIFICATION OF ACCURACY OF INFORMATION

The information, certifications and representations above are accurate and current and have been read and made by an official of the organization named herein that is authorized to make such certification on behalf of the organization.

Authorized Official Signature

Authorized Official Name & Title

Date

Email & Phone Number

