

**The Fiscal Review Worksheet**

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| **PROGRAM INFORMATION** | | | |
| County: |  | Component ID: |  |
| Sponsoring Agency: |  | | |
| Program Name: |  | | |
| Date of Monitoring: |  | | |
| Name of Monitor: |  | | |
| DPS Area Consultant: |  | | |

# **Fiscal Policies and Procedures**

# The sponsoring agency is part of a county or a municipal government and operates under that county or municipal government’s financial policies and procedures.

# If the sponsoring agency is a non-profit organization, fiscal management and oversight of the funded program is governed by policies and procedures which have been formally approved by the agency’s Board of Directors.

# The sponsoring agency has policies and procedures for the receipt and disbursement of funds allocated to the program. These procedures shall establish controls which ensure that program revenues and expenditures are consistent with the most current DPS approved program agreement or program agreement revision. 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 1., a.

# The sponsoring agency has policies and procedures for maintaining reports, records, and other information to properly account for the expenditure of all State and other budgeted funds and local match received. 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 1., b.

# The sponsoring agency has policies and procedures for a program fiscal officer or fiscal agent accountable for the legal and appropriate expenditure of State and other funds received. A person delegated approval authority by the programs governing body that authorizes expenditures.

# 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 1., c.

# The sponsoring agency has policies and procedures for fiscal management of program operations.

# Fiscal management policies address: 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2.

# A segregation of fiscal management duties to ensure that no one (1) person has control over all aspects of any financial transaction;

# 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., a.

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# An established disbursement limit, beyond which, a second party within the organization, preferably a board member of the program's governing body, must review and authorize;

# 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., b.

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# A process by which payments are not requested, prepared, and authorized or signed by the same individual; 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., c.

# Expenses greater than the Board approved disbursement limit there are either:

# 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., d.

# Approval in writing by two persons designated by the Board, **OR**

# 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., d., i.

Paid with a check signed by two persons designated by the Board. 7.3 A. 2., d., ii.

There is a plan and structure in place to ensure continuity of fiscal management in the event of prolonged employee absence(s) or turnover;

7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., e.

The program’s governing body reviews program fiscal reports at least quarterly;

7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., f.

# There is monthly routine review and reconciliation of bank statements (third party/someone other than the initiator and/or signer) to determine that transactions are properly processed; and

# 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., g.

The program maintains authentic documentation to authorize and support accounts receivable and payable. 7. General Accounting and Budgeting: Audit Requirements 7.3 A. 2., h.

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| Comments: |

**Fiscal documents available for review**

A Financial Matters Worksheet (*Form JCPC/OM 003b*) was completed by the program and is attached.

3 Program Oversight and Monitoring 3.4 A., 1., c. NOTE

A copy of the program’s annual detailed general ledger was available for review.

9 Final Accounting Process 9.4, B. 4.

The program’s financial records including invoices, receipts were available for review.

4 Reporting Requirements 4.3 B., 11.

An independent audit of the program has been conducted since the last program monitoring and was available for review.

An inventory of equipment is maintained and was available for review.

9. Final Accounting Process, 9.4, B. 1 - 3

If funded in a prior fiscal year, the program submitted completed final accounting forms on time and submitted any refund due to the department within the required time frame.

9. Final Accounting Process, 9.4, A. & B. 1. - 4. and 9.4 B. 7. a. - c.

A copy of the prior year’s final accounting report was available for review.

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| Comments: |