

Accounting System / Internal Control Questionnaire

Please provide answers to the following questions.

1. Which of the following best describes the accounting system?

Manual
 Automated
 Combination

(If the Organization is using a commercial accounting package, please send us a copy of the cover page of the run manual.)

2. Is there a chart of accounts?

Yes
 No
 (If yes, please provide us with a copy of the chart of accounts)

3. Are the following books of accounts maintained?

| | Yes | No |
|----------------------------|-----|----|
| General Ledger | | |
| Project Cost Ledger | | |
| Cash Receipts Journal | | |
| Cash Disbursements Journal | | |
| Payroll Journal | | |
| Accounts Receivable Ledger | | |
| Accounts Payable Ledger | | |
| Sales Journal | | |
| Purchase Journal | | |

4. Does the accounting system adequately identify receipts and expenditures for each grant or contract?

Yes
 No

5. Does the accounting system provide for recording of expenses for each program by budget cost categories?

Yes
 No

(CONTINUED)

(If yes, please provide us with sample copies of the job cost/project cost reports the Organization's accounting system can generate.)

6. Are time distribution records maintained for each employee to account for 100 percent of his/her hours?

Yes

No

(Please provide us with a sample of your completed time sheet.)

7. Are record keeping duties for the receipt and the payment of cash separated?

Yes

No

8. Are all accounting entries supported by documentation that gave rise to the transaction?

Yes

No

9. Are budgetary controls in effect to preclude incurring obligations in excess of total funds available for an award?

Yes

No

10. Are budgetary controls in effect to preclude incurring obligations in excess of total funds available for a budget cost category?

Yes

No

Comments / Explanations: