

WORKFORCE INVESTMENT
BOARD

OF

SOUTHEAST MISSOURI

FISCAL MONITORING
QUESTIONNAIRE

Name of Organization: _____

Completed By : _____

Date Completed: _____

ALLOCATION

Allocation is the process in which a common cost is distribute among various programs. All allocations must be based upon a benefited driven system. The following are examples of allocation methods that can be used: timesheets, participant head count, square footage, client check distribution. Allocations can be different between functions, example one allocation for rent and another for phone.

(1) Please mark the following costs that are allocated between WIA and non-WIA programs.

___ Administrative ___ Personnel (Case Managers)
___ Bookkeeping ___ Supplies ___ Rent
___ Equipment Rental ___ Equipment ___ Insurance
___ Audits ___ Utilities ___ Training ___ Phone

Please describe the method of allocation for each item marked.

Administrative:

Personnel (Case Managers)

Bookkeeping:

Supplies:

Rent:

Equipment Rental

Equipment

Insurance

Audits

Utilities

Training

Phone

(2) How often do you adjust your allocation system?

(3) What is your process for adjusting allocations?

BANK RECONCILIATION

All subcontractors are required by the WIB to present a bank statement and its' reconciling documentation. Bank Statements are reviewed by the WIB to help insure fiscal accountable.

(1) Who does the bank reconciliation for your organization?

(2) How often is the bank statement reconciled?

(3) Who approves the bank reconciliation?

(4) Does a board member approve the bank statement and if so who?

(5) Does the person who reconciles the bank statement also write checks?

(6) Please describe the bank statement reconciliation process on your system.

BUDGET CONTROL

All subcontractors must develop a system in which accounting and program supervisors or managers are aware of the expenses, accruals, and obligations of the program. Expenses are defined as costs that have occurred and were paid. Accruals are expenses that have occurred but not paid. Obligations are costs or contracts that will occur in the future but not accrued on the accounting records

(1) Who is responsible for the budget?

(2) How does Bookkeeping and Management communicate information concerning budget expenditures?

(3) How are Case Managers informed of budget issues?

(4) Is there a working spreadsheet for the budget and who keeps it?

(5) Who keeps track of obligations and how?

CHECK WRITING PROCESS

All subcontractors are required to have a formal written check writing process. This system should consist of detail procedures between case managers, managers, and bookkeeping.

(1) What is the process for requesting supplies for staff?

(2) What is the process for requesting items for clients?

(3) Who writes the check?

(4) Do individuals with check-signing authority have access to accounting records and if so who?

(5) How do you ensure that an invoice is not paid twice?

(6) Who codes invoices before payment and is this cross checked with the budget?

(7) Please write the process in which dollar amounts are determined for client tuition cost.

(8) Please write the process in which dollar amounts are determined for client supportive service.

DISCLOSURES

To help insure fair operational practices between all parties, the WIB ask for certain items to be disclosed. These disclosures are meant to reveal any conflict of interest or undo favoritism in the WIA programs.

(1) Does any member of the WIB or its board own a building in which you have operations?

(2) Does any member of the WIB or its board have a family member that is currently receiving services?

(3) Does any member of your board or staff own a building in which you have operations?

(4) Does any member of your board or staff have a family member that is currently receiving services?

(5) Does any member the WIB or its board own\work at a business that is frequently use by your organization?

(6) Does any member of your board or staff own\work at a business that is frequently use by your organization?

INSURANCE

All subcontractors are required to have adequate insurance equal to the amount of exposure. Insurance for the program should include coverage for the following: board members, property, equipment, staff, fraud, and security deposits for monies over \$100,000.00. Please list the following information for the appropriate insurance questions.

General Liability, Board, Employees

Company: _____
Check Number: _____ Date Paid _____
Amount of Coverage: _____
Start and End Dates: _____
Cost for Policy: _____
Amount charged to WIA _____

Workers Compensation

Company: _____
Check Number: _____ Date Paid _____
Amount of Coverage: _____
Start and End Dates: _____
Cost for Policy: _____
Amount charged to WIA _____

Property & Auto

Company: _____
Check Number: _____ Date Paid _____
Amount of Coverage: _____
Start and End Dates: _____
Cost for Policy: _____
Amount charged to WIA _____

Does your bank have security deposits for amounts over 100,000.00? _____

INTERNAL OPERATIONS

All subcontractors must develop an internal control system in which all program activities (program and accounting) are properly defined, approved, and reconcilable. The system must include a process for invoice purchasing, check writing, and bank reconciliation. Also, to help secure integrity of records the internal control system must show proper separation of duties and approval.

Please name the staff whose duties consist of the following functions.

(1) Request Supplies and Equipment: _____

(2) Authorized Invoices: _____

(3) Prepare Purchases Orders: _____

(4) Check Writing: _____

(4) Signing Checks Manual: _____

(5) Signing Checks Machine (Keys): _____

(6) Verify Merchandise has been received. _____

(7) Bank Statement: _____

(8) Receives External Checks for Deposit: _____

(9) Post Deposits: _____

(10) Maintains General Ledger: _____

(11) Computes Cost Allocations: _____

(12) Prepares Contract Progress Report: _____

(13) Approves Contract Progress Report: _____

(14) Is there a petty cash fund? _____

(15) If there is a petty cash fund, please write the process for use
and reconciliation. _____

