Accounting System and Financial Capacity Worksheet

[Enter Organization Name]

# General Information

1. Do you have Internal Revenue Code 501(c) status? Yes  No 
   1. If so, when was it received (MM/DD/YYYY)?
2. Do you receive management or financial assistance from any other organizations? Yes  No 
   1. If so, provide details here.
3. What is the total revenue of your organization in the most recent accounting period (12 months)?
4. How many different funding sources does the total revenue come from?
5. How many of those different funding sources are from other DEED areas?
6. Do you have written policies and procedures for the following business practices? (If yes, attach a copy of the table of contents.)
7. Accounting Yes  No
8. Purchasing Yes  No
9. Payroll Yes  No
10. Conflict of Interest Yes  No

# Accounting System

1. Which of the following best describes your accounting system? Manual  Automated  Combination
2. Do you have multiple grants awards? Yes No  (If no, skip to Question 3.)
   1. Does the accounting system identify the receipts and expenditures of program funds separately for each award? Yes  No
   2. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget? Yes  No
3. Number of employees: Full time       Part time:
4. Are time distribution records (time studies) maintained for all employees who receive funding from multiple sources?  
   Yes  No  (If yes, go to next question.)
   1. If “No,” do you have an approved alternative system to account for time distribution? Yes  No
   2. When was the alternative system approved?
5. Has a federal or state agency issued an official opinion regarding the adequacy of the applicant’s accounting system for the collection, identification, and allocation of costs for grants? Yes  No   
   If yes, attach a copy of the review and any subsequent documents.

# Fund Controls

1. If grant funds are mixed with other funds, can the grant expenses be easily identified?   
   Yes  No  Not mixed
2. Does the accounting system have a way to identify over-spending of grant funds? Yes  No
3. Is a separate bank account maintained for grant funds? Yes  No
4. Are the officials of the organization bonded? Yes  No