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 [ ]