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.)** |

1. Is there a chart of accounts?

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

1. 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 |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
| **(If yes, please provide us with sample copies of the job cost/project cost reports the Organization’s accounting system can generate.)** |

1. 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.)** |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
|  |  |  |  |
| Comments / Explanations: |