

Office of the State Controller

Self-Assessment of Internal Controls

Major Financial Assistance Cycle – Federal and State Programs

Control Policies and Procedures

General Requirements – Cash Management

Agency _____ Year End _____

Program Name _____ CFDA # _____

A. Control Activities / Information and Communication:

Yes No N/A

- ___ ___ ___ 1. Does the agency have established forecasting procedures for estimating cash requirements?
- ___ ___ ___ 2. Is there a depository agreement requiring FDIC insurance, and if appropriate, a separate account for the grant funds (advance funds only)?
- ___ ___ ___ 3. Is Federal cash draw-down enough to prevent excess positive or negative cash balances from accumulating?
- ___ ___ ___ 4. Is Federal cash draw-down performed according to federal regulations and/or the OSC Cash Management Manual?
- ___ ___ ___ 5. Are requests for reimbursements based on actual cash outlays if required by the program?
- ___ ___ ___ 6. Are advances or reimbursements monitored to subrecipients?
- ___ ___ ___ 7. Are total advances or reimbursements to subrecipients compared to contracts or agreements periodically?
- ___ ___ ___ 8. Are requests for reimbursements deferred until after the related expenditure is incurred?
- ___ ___ ___ 9. Is there a cash log or record showing expenditures and cash balances for federally financed programs?
- ___ ___ ___ 10. Are cash requirements for subrecipients periodically reviewed to prevent excess cash transfers?
- ___ ___ ___ 11. Is a cost settlement performed at the end of each year for each subrecipient with actual matchable expenditures compared to cash advances?

12. Are the following duties generally performed by different persons:

___ ___ ___
___ ___ ___
___ ___ ___

- a. Estimating cash requirements for the agency?
- b. Preparing the Request for Advance or Reimbursement?
- c. Reviewing and approving the Request for Advance or Reimbursement?

B. Monitoring:

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

- 13. Are Requests for Advance or Reimbursement reviewed and approved by persons with approval authority?
- 14. Is responsibility for requesting grant drawdowns and monitoring interest earned on advances assigned to a person knowledgeable of the cash management requirements?
- 15. Are statements prepared by appropriate management to determine essential cash flow needs?
- 16. Does management review Treasury-State agreement for compliance?