



# Texas Workforce Commission

## SELF-SUFFICIENCY FUND PROGRAM FINANCIAL MANAGEMENT SYSTEM QUESTIONNAIRE

The applicant and each training provider identified in Table 2 of the Proposal Submission Form as participating in the proposed project must complete a separate Financial Management System Questionnaire and submit it with the Self-Sufficiency Fund proposal.

**Name of Applicant or Training Provider:**

**This form was prepared by:**

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**Signature of Preparer**

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**Title of Preparer**

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**Typed Name of Preparer**

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**Date**

## FINANCIAL MANAGEMENT SYSTEM QUESTIONNAIRE

If the following systems are in place, answer “yes” in the middle column, and reference local policies and procedures in far right column.	YES NO N/A	Reference Policies & Procedures Section & Page
<i>The Contractor has the following systems in place:</i>		
<b>FISCAL INTEGRITY</b>		
1. Method of accounting for program income is in accordance with federal regulations		
2. Method of budget development appropriately allocates resources and expenditures		
3. Encumbrances or purchase requisitions and approvals are utilized and monitored		
4. Cash and/or cash equivalents are properly recorded, credited and/or deposited or disbursed in a timely manner		
5. Bank accounts are reconciled to accounting records in a timely manner		
6. Staff are adequately bonded		
7. Collateral agreements are in place and sufficient to protect balances in excess of FDIC coverage		
8. Adequate separation of duties as they relate to cash, fixed assets, property and other resources		
9. Fixed assets are safeguarded and properly recorded in accounting system		
10. Method of cost allocation, including indirect cost rate where appropriate, is allowable		
11. Payroll expenditures are properly authorized, accurately recorded in a timely manner and properly classified in the correct accounting period		
12. Travel expenditures are reasonable and necessary for grant purposes		
13. All purchases of goods and services are reasonable, necessary, and properly authorized		
14. Sufficient documentation is retained to support authorization of all purchases		
15. Only authorized, accurate transactions are entered in accounting system		
16. Duty of authorizing source documents is separate from duty of entering records into accounting system		
17. Insurance coverage is properly procured, current and sufficient to protect program assets		
18. Records are retained in accordance with the applicable rules and regulations		
19. Stand-in costs are tracked in a timely and accurate manner		
20. Audits are conducted in accordance with applicable federal circulars and state policies		
<b>PROCUREMENT</b>		
1. All program procurement is in accordance with applicable program guidelines, federal regulations and state policy		
2. Subrecipients/subcontractors certify all applicable key control systems as outlined in this document, prior to contract award		

## FINANCIAL MANAGEMENT SYSTEM QUESTIONNAIRE

If the following systems are in place, answer “yes” in the middle column, and reference local policies and procedures in far right column.	YES NO N/A	Reference Policies & Procedures Section & Page
<b>PROCUREMENT (continued)</b>		
3. Criteria have been established to offer fair and equitable competition among a sufficient number of firms and/or bidders		
4. Basic evaluation criteria have been developed to promote an equitable and efficient selection process		
5. Written results of evaluation and selection process are available to requesting bidders		
6. All awards are the result of an “arms length” relationship		
<b>MONITORING &amp; OVERSIGHT</b>		
1. Ability to independently identify system deficiencies and take prompt and appropriate corrective action		
2. Evaluation of contractors in the following areas:		
▪ Compliance with all federal and state regulations		
▪ Compliance with all contractual and grant requirements		
▪ Proper spending, reporting and accurate accounting of federal and state funds		
▪ Fulfillment of program objectives/goals in the most efficient and effective manner		
3. Effective monitoring of subcontractor activities		
4. Design and implementation of a risk assessment to guide monitoring activities		
<b>STAFF</b>		
1. Ensure salary and benefits packages are reasonable and necessary		
2. Guidelines are available regarding employee conduct and conflicts of interest, either real or apparent		
<b>REPORTING</b>		
1. Financial and performance reporting systems are designed to facilitate timely reporting of accurate information in compliance with all applicable Federal and State reporting requirements		
2. Stand-in costs are reported and audited in a timely manner		
3. Information presented in required reports complies with all applicable Federal and State reporting requirements		
4. All required match is timely accumulated and reported in accordance with applicable Federal and State rules and regulations		
<b>DATA INTEGRITY</b>		
1. Access to automated information systems is restricted to authorized users		