

FINANCIAL MANAGEMENT REQUIREMENTS

Recipients of CDBG/HS grant funds will be required to comply with the financial management requirements below.

A. ACCOUNTING

	Initials
1. AGENCY/PROGRAM will maintain written accounting procedures.	
2. A clear fiscal review trail will be maintained for each Financial Status Report.	
3. Name responsible party to receive and deposit City checks: <i>Print name and affix his/her signature.</i>	
Name: 0T	Signature:
4. <u>Two</u> signatures are required on Human Services expenses checks. List names of those responsible for signing checks: <i>Print names below and affix their signatures.</i>	
Name: 0T	Signature:
Name: 0T	Signature:
5. Name who will be responsible for the preparation of the fiscal reports and Human Services claims: <i>Print name and affix his/her signature.</i>	
Name: 0T	Signature:
6. If bookkeeping is handled by an outside firm, give name and address:	
Firm name: 0T	Address: 0T
7. In what bank are you depositing your Human Services funds?	
Bank Account Name: 0T	
Account Number: 0T	
Branch Address: 0T	
8. Monthly cash reconciliations are required. Name: 0T Who reviews cash reconciliations?	
9. Financial status reports are submitted to AGENCY Board of Directors:	
Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other <input type="checkbox"/> (specify):	

B. CASH RECORDS

	Initials
1. Checks will be pre-printed and pre-numbered.	
2. Voided checks will be accounted for and kept on record.	
3. Grant claims will be backed by invoices and marked to avoid resubmission.	

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C. PAYROLL

	Initials
1. AGENCY will keep timesheets.	
2. Employee and supervisor will sign timesheets.	
3. Timesheets will correspond with payroll periods.	
4. Timesheets will indicate daily time worked.	
5. Payrolls will be approved by an authorized person.	
6. Payroll register or earnings record will be kept.	
7. Cumulative Records will be kept.	
8. Employee files will be kept containing:	
➤ W-4 form	
➤ Authorized Deductions	
➤ Work History	
➤ Employment Application	
9. Copies of federal depository receipts and quarterly reports must be kept. State how often deposit withholdings are deposited in a federal depository:	
Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other <input type="checkbox"/> (specify):	

D. AUDIT

Initial <i>applicable</i> row	
AGENCY will obtain annual financial audit (for budgets over \$1 million)	
AGENCY will obtain annual financial review (for budgets between \$100,000 and \$999,999)	
AGENCY will obtain annual financial compilation (for budgets between \$10,000 and \$99,999)	
AGENCY will submit annual financial statements (for budgets less than \$9,999)	
Auditor Name:	Auditor Address:
Phone:	Email: