

Colorado Fiscal Monitoring Tool

Fiscal Monitoring Form

Eligible Entity: _____

Eligible Entity Representative(s): _____

Date: _____ Completed by: _____

Documents Required for Monitoring Visit

- Accounting procedures to determine allowability, allocability, and reasonableness of costs
- A report comparing budgeted vs. actual costs

Section A: Circle yes or no to the following questions

A-1	Was any portion of the grant implemented prior to approval?	YES	NO
A-2	Are grant funds utilized within the grant program year?	YES	NO
A-3	Are records tracked by the grant program year?	YES	NO
A-4	Are grant expenditures consistent with application and plan?	YES	NO
A-5	Does the eligible entity retain their records for a minimum of five years?	YES	NO
A-6	Does the eligible entity know of the OMB supercircular and where to access it?	YES	NO
A-7	Does the eligible entity ensure that CSBG funds are not used for partisan activities, candidate endorsement or any other political activity?	YES	NO
A-8	Does the eligible entity ensure that CSBG funds are not used for purchase of land, improvement of land, construction or permanent improvement of buildings?	YES	NO
A-9	Does fiscal staff have a copy of DOLA's most recent CSBG manual or do they know where to access it?	YES	NO

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A-10	Does the grantee have any questions for DOLA staff on what is covered in this section?

Section B: Financial Process

B-1	Describe the payment and approval process for invoices and timesheets.

B-2	Is there a separation of duties and responsibilities within the accounting section?	YES	NO
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B-3	What systems do you use to keep track of CSBG funding allocation?

B-4	Has the original grant budget been amended or modified?	YES	NO
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B-5	Does the eligible entity have written accounting procedures to determine allowability, allocability, and reasonableness of costs and do the written procedures reflect current practices? (Please provide these procedures for review)	YES	NO
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B-6	Does the eligible entity prepare a report to compare actual versus budgeted costs? (Please provide the report for review)	YES	NO
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B-7a	Are financial reports communicated regularly to board and staff?	YES	NO
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B-7b	Explain how, when and to whom.
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B-8a	Do administrative and indirect costs charged to the program have supporting documentation to form the basis for their amounts charged to the program? (If the agency is using the 10% de minimis this question is not applicable.)	YES	NO
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B-8b	What is the documentation?

B-9	Are all general ledger entries traceable to source documentation?	YES	NO
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B-10	Does the entity's financial management system have a separate account to track federally awarded funds and can it generate reports for specific grant expenditures?	YES	NO
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B-11	Does the eligible entity reconcile and close out reports within 30 days after the end date of each reporting period?	YES	NO
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B-12	Does the grantee have any questions for DOLA staff on what is covered in this section?