

KEY CONTROLS CHECKLIST

FOHRMAN & FOHRMAN, INC.

| | Yes | No | ? |
|---|-----|----|---|
| FINANCIAL | | | |
| We maintain a complete list of federal funding sources, with all pass-through, subrecipient, and CFDA #s for each | | | |
| Cost allocation methodology is documented and applied consistently throughout the year | | | |
| Procurement Policy is documented, and bid procedures are followed consistently whenever necessary during the year | | | |
| All bank, credit card, investment, cash, and inventory accounts are reconciled at least monthly | | | |
| All account reconciliations are reviewed and signed by the ED/CEO/Board Treasurer on a monthly basis | | | |
| PAYROLL | | | |
| Employee pay rates on file match pay rates on payroll registers | | | |
| Timesheets are reviewed, approved, and reconciled against payroll each pay period | | | |
| 941s are reconciled against the General Ledger, and the reconciliations are reviewed and signed each quarter | | | |
| Timekeeping/payroll system tracks actual activities of each staff person and ties to General Ledger and grant reports | | | |
| Each payroll register is reconciled against the general ledger; each reconciliation is reviewed and signed by a designated person each pay period | | | |
| COMPLIANCE | | | |
| Policies and procedures for each major area of program service delivery are thorough, clear, and regularly reviewed for changes | | | |
| Documented system for collecting, reconciling, and reporting program-related data such as services, eligibility, and outcomes | | | |
| We regularly conduct internal audits and monitoring; our efforts are documented, along with any follow-up actions and results | | | |
| Proactive communication is maintained with funders and regulators | | | |
| GOVERNANCE | | | |
| Board receives training on fiduciary responsibilities, how to read and interpret financial statements on an annual basis | | | |
| Board receives and understands a performance dashboard including key financial, compliance, and operational metrics on a monthly basis | | | |
| Minutes of all board and committee meetings, and all board email communications are kept throughout the year in a well-organized manner | | | |
| Each board member has received and signed a board member agreement, outlining duties and responsibilities | | | |
| Board member policies (including conflict of interest and whistleblower policies) are kept up-to-date in a central location | | | |