

Iowa Department of Health and Human Services
Agency Financial Review

Agency:

Programs Audited:

State Monitor:

Date:

Fiscal Month(s) Reviewed:

Agency Staff Consulted:

	Yes	No	N/A
I. Audits			
A. Has the local agency complied with the findings from the Department Review of the independent audit? (Choose N/A if there are no audit findings)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Have any claims been established for unallowable costs?	<input type="radio"/>	<input type="radio"/>	
C. Is an independent agency wide audit conducted annually?	<input type="radio"/>	<input type="radio"/>	
D. For what time period was the last independent audit conducted? <input type="text"/>			
II. Purchasing/Inventory Control			
A. Are there written purchasing procedures?	<input type="radio"/>	<input type="radio"/>	
B. Are purchase orders prenumbered and accounted for (all purchases > \$50)?	<input type="radio"/>	<input type="radio"/>	
C. Are invoices matched with stock received prior to payment?	<input type="radio"/>	<input type="radio"/>	
D. Are perpetual inventory records maintained?	<input type="radio"/>	<input type="radio"/>	
E. Are physical inventories conducted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Using the Departments computerized inventory record, reconcile a sampling of that record to items on site. Do they reconcile? If not, note: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	
III. Fiscal Policies			
A. Is there a Financial Operations Policy Manual? Most recent date of review/revision: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	
1. Do polices address: Lines of responsibility, accounting standards, segregation of duties, payment schedules, approval authorities, and recordkeeping requirements?	<input type="radio"/>	<input type="radio"/>	
2. Does Financial Operations Policy Manual reflect current practice?	<input type="radio"/>	<input type="radio"/>	
IV. Fiscal Control			
A. Is there a general ledger?	<input type="radio"/>	<input type="radio"/>	
B. Does the agency maintain cash disbursement and receipt journals?	<input type="radio"/>	<input type="radio"/>	
C. Does the agency prepare periodic financial statements? How often? <input type="text"/>	<input type="radio"/>	<input type="radio"/>	
D. Are bank statements reconciled monthly?	<input type="radio"/>	<input type="radio"/>	
E. Is there a system to compare actual vs. budgeted expenditures?	<input type="radio"/>	<input type="radio"/>	
1. Are monthly reports of budgeted and actual expenditures reviewed and approved by the governing board?	<input type="radio"/>	<input type="radio"/>	

	Yes	No	N/A
2. Have all budget revisions, if required, been approved by the entity?	<input type="radio"/>	<input type="radio"/>	
F. Method for distributing costs is supported, consistent with established procedures, and documented?	<input type="radio"/>	<input type="radio"/>	
1. Date of last review/revision: <input type="text"/>			
G. Is there a federally-approved indirect cost rate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. Is it current?	<input type="radio"/>	<input type="radio"/>	
2. Effective date: <input type="text"/>			
H. Are all accounting functions performed by agency personnel? If not, note who: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	
V. Time Records:			
A. Does the timesheet allow reporting for more than one program?	<input type="radio"/>	<input type="radio"/>	
B. Are timesheets being used appropriately?	<input type="radio"/>	<input type="radio"/>	
C. Are basic work records of the employees signed and maintained?	<input type="radio"/>	<input type="radio"/>	
D. Are all agency personnel keeping time records?	<input type="radio"/>	<input type="radio"/>	
VI. Expenditures and Documentation			
A. Is there an updated chart of accounts?	<input type="radio"/>	<input type="radio"/>	
B. Specify the agency fiscal year end date: <input type="text"/>			
C. Are monthly billings for programs accurate and supported by agency records?	<input type="radio"/>	<input type="radio"/>	
D. Is support documentation including match adequate?	<input type="radio"/>	<input type="radio"/>	
E. Have all State/Federal employee payroll taxes been paid?	<input type="radio"/>	<input type="radio"/>	
VII. Fiscal Policies			
A. Is the agency maintaining fiscal records in accordance with IDPH contractual general conditions? If not, why? <input type="text"/>	<input type="radio"/>	<input type="radio"/>	
B. Have all Administrative Review findings from the last review been completed? Mark N/A if none from previous review.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Does the agency correctly report other income balances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. In Kind	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Match	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Other reportable income (cash, fees)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If subcontracts are used, answer the following:			
D. Does the agency have a written financial monitoring policy regarding those subcontracts?	<input type="radio"/>	<input type="radio"/>	
1. How often are subcontractors monitored? <input type="text"/>			
2. When was the last time the subcontractor was monitored to ensure invoices submitted are supported and work completed are in compliance with State and Federal regulations? <input type="text"/>			