

# Fiscal Review Checklist

## University Centers for Excellence in Developmental Disabilities

### I. ORGANIZATIONAL STRUCTURE

Please describe the organizational units in the University responsible for fiscal oversight of the UCEDD program:

<i>Use the space below to list the individuals responsible for fiscal oversight of the UCEDD program:</i>	<i>Name of Office</i>	<i>Position</i>	<i>Contact Information</i>

II. RISK ASSESSMENT				
<i>Review Prompt</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Comments</i>
Is the grantee named in pending or recent litigation? Are there pending or current disallowances from any funding source?				
Is the agency in danger of losing one or more major programs and/or funding sources?				
Are prior year costs charged to the current budget year?				
Have OIDD funds been used to cover costs normally paid by other funding streams (interfund borrowing)?				
Do the core grant budget projections submitted to OIDD reflect budget actuals?				
Does the grantee have a reserve account or other mechanism to pay for unanticipated expenditures?				
III. STAFF, WAGE & BENEFITS				
<i>Review Prompt</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Comments</i>
Does the UCEDD have a qualified fiscal manager on staff?				
Does the University have a qualified fiscal officer providing oversight on the UCEDD grant?				
Does the UCEDD maintain an accurate list of all employees on the current payroll?				
Who on the payroll/organizational chart is covered by the OIDD core grant?				
Are OIDD core grant funds used to pay wages for appropriate staff positions?				
Is separation/termination of employment immediately reported to the payroll department?				
Who authorizes payroll changes? Is there an established system of checks and balances with regard to payroll changes?				
Are staff salaries and benefits reasonable and supported by appropriate wage comparability data?				

<i><b>Review Prompt</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>N/A</b></i>	<i><b>Comments</b></i>
Are positions vacant for a significant period of time?				
Are benefits withheld from employees' paychecks (i.e., Federal and state taxes, health and retirement contributions) paid in a timely manner to the appropriate vendor?				
Does the agency maintain a code of conduct as part of its personnel policies and procedures?				
Are the codes periodically acknowledged by signature from all employees?				
Has there been excessive personnel turnover in key functions, such as operations and program management, accounting, or internal audit that would indicate a problem with the agency's emphasis on internal control?				
<b>IV. INTERNAL CONTROLS</b>				
<i><b>Review Prompt</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>N/A</b></i>	<i><b>Comments</b></i>
Is the last required annual audit available and complete?				
Does the grantee have a history of repeated audit findings?				
Has the agency been cited for issues in more than one program or by other funding sources?				
Is the UCEDD reconciling financial/accounting statements monthly? If so, who does the reconciliation?				
Are there written accounting procedures? If so, are the procedures allowing the grantee to determine the necessity, allowability, allocability and reasonableness of costs as required?				

<i><b>Review Prompt</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>N/A</b></i>	<i><b>Comments</b></i>
<p>Are UCEDD Core Funds being used for appropriate expenses according to OIDD guidance?</p> <ul style="list-style-type: none"> <li>• UCEDD core funds are used to support the administration of the UCEDD core functions.</li> <li>• UCEDD core funds are not used to carry out the activities of other grants.</li> <li>• UCEDD core funds are used to support activities of the Consumer Advisory Committee.</li> <li>• UCEDD core funds are used to support travel to OIDD- sponsored UCEDD meetings (ex: TA Institute).</li> </ul>				
Are UCEDD Core Funds being used for appropriate expenses per requirements of 45 CFR 74 or Sec. 92.22 of 45 CFR 92?				
If the UCEDD charges indirect costs, are these costs supported by an agreement?				
Has the UCEDD/University appropriately applied the indirect cost rate?				
What percent of the indirect cost rate is returned to the UCEDD from the University?				
If there are delegate agencies, is the grantee exercising required and adequate fiscal and program oversight of the delegate?				
Are there safeguards in place for financial data systems in the event of data failure?				
Are all procurement transactions conducted in a manner providing for open and free competition?				

V. COST ALLOCATION				
<i>Review Prompt</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Comments</i>
Does the UCEDD have written allocation procedures?				
Is the UCEDD using an allocation base that best measures the relative degree of benefit for all benefiting functions, including personnel? Please Note: Unacceptable methods for allocation include: <ul style="list-style-type: none"> <li>• Budget amounts</li> <li>• Ratio of funds received</li> <li>• Estimates of time spent of a program or activity</li> <li>• New funds are used only for incremental cost</li> <li>• Dividing up resources and claiming the share</li> <li>• Concept “it is the responsibility of that program anyway, so that program should pay.”</li> </ul>				
Does the allocation/distribution base reflect an after-the-fact determination of the actual activity?				
Is there evidence that all funding sources benefiting from the shared functions have been charged appropriately and consistently based on the methodology described in the procedures?				
Are allocated costs properly documented and do they reconcile with the proposed costs?				
VI. MONITORING				
<i>Review Prompt</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>	<i>Comments</i>
Are there unusual and irregular end of year payments?				
Is there a method so that budgeted costs are compared with actual costs?				
For the most recent completed budget period, do budgeted expenditures and actual expenditures differ significantly?				
Does the UCEDD have inadequate supplies, materials, or outdated equipment?				

<i><b>Review Prompt</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>N/A</b></i>	<i><b>Comments</b></i>
Does top-level management regularly review actual performance against budgets, forecasts, and prior period results?				
Is there evidence of ongoing planning and forecasting of financial objectives (funds)?				
How many carry-over requests have been submitted in the past three years?				
What was the amount of the past carry overs?				
If the carry over funds were approved, are the funds used for the intended budget categories and in budget period?				
<b>VII. FINANCIAL PROCEDURES AND REPORTING</b>				
<i><b>Review Prompt</b></i>	<i><b>Yes</b></i>	<i><b>No</b></i>	<i><b>N/A</b></i>	<i><b>Comments</b></i>
Do current financial reports exist? Are they available when requested?				
Does the UCEDD/University submit accurate reports (SF-269, PMS-272; etc.) in a timely manner?				
Do agency decision-makers receive regular and timely financial statements that allow them to make sound management decisions?				
Is fiscal information being disseminated to the management staff in a timely fashion (e.g., UCEDD staff/director)?				
Does the UCEDD have procedures for programmatic and fiscal monitoring of Core Grant funds?				

## ADDITIONAL DOCUMENTS TO REVIEW

### CASH FLOW: Current and Prior Year Financial Statements to Determine If:

- The University is accurately covering the costs of the UCEDD Core.
- OIDD funds have been drawn down without documented expenses.
- OIDD funds have been drawn in excess of documented requirements.
- Prior year salaries or other expenses have been charged to the current budget year.

### STAFF, WAGES & BENEFITS

- IRS 941 to determine if Federal taxes have been paid in a timely manner. If not, document the amount of the delinquency.
- IRS 990 to verify salary of top executives/officers.
- Financial statements to ensure prior year salaries or benefits have not been charged to the current budget year.
- Personnel policies and procedures to determine if employment is properly authorized. Look at the type of document, who approves it, the assignment of employee position and department (cost center) and the distribution of the authorization form?