APPRENTICESHIP TRAINING PROGRAM

APPRENTICESHIP COMMITTEE

**FINANCIAL MANAGEMENT SYSTEM QUESTIONNAIRE**

The apprenticeship committee identified in the *Planning Estimates Form* must complete the *Financial Management System Questionnaire* and submit it with the *Apprenticeship Committee Information Form*.

Special Note: Local Education Agencies are not required to submit a Financial Management System Questionnaire.

**Name of Apprenticeship Committee:**

**This form was prepared by:**

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|       |  |       |
| Signature of Preparer |  | Title of Preparer |
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| Typed Name of Preparer |  | Date |

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| *The Apprenticeship Committee has the following procedures and processes in place:*  |
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| **FISCAL INTEGRITY** |
| 1. Method of accounting for program income is in accordance with federal regulations
 |       |       |
| 2. Method of budget development **appropriately** allocates resources and expenditures |       |       |
| 3. Encumbrances or purchase requisitions and approvals are utilized and monitored |       |       |
| 4. Cash and/or cash equivalents are properly recorded, credited and/or deposited or disbursed in a timely manner |       |       |
| 5. Bank accounts are reconciled to accounting records in a timely manner |       |       |
| 6. Staff are adequately bonded |       |       |
| 7. Collateral agreements are in place and sufficient to protect balances in excess of FDIC coverage |       |       |
| 8. Adequate separation of duties as they relate to cash, fixed assets, property and other resources |       |       |
| 9. Fixed assets are safeguarded and properly recorded in accounting system |       |       |
| 10. Method of cost allocation, including indirect cost rate where appropriate, is allowable |       |       |
| 11. Payroll expenditures are properly authorized, accurately recorded in a timely manner and properly classified in the correct accounting period |       |       |
| 12. Travel expenditures are reasonable and necessary for grant purposes |       |       |
| 13. All purchases of goods and services are reasonable, necessary, and properly authorized |       |       |
| 14. Sufficient documentation is retained to support authorization of all purchases |       |       |
| 15. Only authorized, accurate transactions are entered in accounting system |       |       |
| 16. Duty of authorizing source documents is separate from duty of entering records into accounting system |       |       |
| 17. Insurance coverage is properly procured, current and sufficient to protect program assets |       |       |
| 18. Records are retained in accordance with the applicable rules and regulations |       |       |
| 19. Stand-in costs are tracked in a timely and accurate manner |       |       |
| 20. Audits are conducted in accordance with applicable federal circulars and state policies |       |       |
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| PROCUREMENT |  |  |
| 1. All program procurement is in accordance with applicable program guidelines, federal regulations and state policy |       |       |
| 2. Subrecipients/subcontractors certify all applicable key control systems as outlined in this document, prior to contract award |       |       |
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| **PROCUREMENT** **(continued)** |  |  |
| 3. Criteria have been established to offer fair and equitable competition among a sufficient number of firms and/or bidders |       |       |
| 4. Basic evaluation criteria have been developed to promote an equitable and efficient selection process |       |       |
| 5. Written results of evaluation and selection process are available to requesting bidders |       |       |
| 6. All awards are the result of an “arm’s length” relationship |       |       |
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| **MONITORING & OVERSIGHT** |  |  |
| 1. Ability to independently identify system deficiencies and take prompt and appropriate corrective action |       |       |
| 2. Evaluation of contractors in the following areas: |       |       |
| * Compliance with all federal and state regulations
 |       |       |
| * Compliance with all contractual and grant requirements
 |       |       |
| * Proper spending, reporting and accurate accounting of federal and state funds
 |       |       |
| * Fulfillment of program objectives/goals in the most efficient and effective manner
 |       |       |
| 3. Effective monitoring of subcontractor activities |       |       |
| 4. Design and implementation of a risk assessment to guide monitoring activities |       |       |
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| **STAFF** |  |  |
| 1. Ensure salary and benefits packages are reasonable and necessary |       |       |
| 2. Guidelines are available regarding employee conduct and conflicts of interest, either real or apparent |       |       |
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| **REPORTING** |  |  |
| 1. Financial and performance reporting systems are designed to facilitate timely reporting of accurate information in compliance with all applicable Federal and State reporting requirements |       |       |
| 2. Stand-in costs are reported and audited in a timely manner |       |       |
| 3. Information presented in required reports complies with all applicable Federal and State reporting requirements |       |       |
| 4. All required match is timely accumulated and reported in accordance with applicable Federal and State rules and regulations |       |       |
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| **DATA INTEGRITY** |  |  |
| 1. Access to automated information systems is restricted to authorized users |       |       |
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