



2018 Financial Review Tool

This tool contains requests for documentation that All Chicago will use to complete financial monitoring of your agency. The Local Evaluation Checklist will have prepared you to submit some of these documents. The numbered questions describe the documentation needed and the italicized text provides further detail to help you submit the correct records and documents.

Please only provide documentation that is specifically asked for. When submitting a policy manual to fulfill a requirement, please highlight the section that satisfies the request. Each question may be addressed with *a maximum of 5 documents* and each document *may not exceed 2MB in size*.

Your Name: _____

Your Title: _____

Your Email: _____

Your Phone Number: _____

Agency Name: _____

Project Name: _____

(Identify the project to be monitored. The selected project should be your agency's largest CoC grant unless one of your projects is also receiving 2018 CoC program monitoring. If you have a project receiving CoC program monitoring, please list the name of the selected project.)

- 1. **The agency has written policies and procedures addressing internal controls to ensure that the grant funds are used in compliance with Uniform Guidance and grant requirements; to control against inappropriate use of assets; and to provide for reliable financial information with adequate documentation, and these policies and procedures been updated for Uniform Guidance rules (effective December 2014).**

Required Attachment:

Written Financial and Policies and Procedures Manual or similar document(s)

- 2. **The agency identifies expenditures in its accounting records according to eligible program activities identified in the grant agreement.**

Required Attachment:

Most recent expenditure report for the selected project.

- 3. **The agency compares actual expenditures for the grants with the budgeted amounts (including the amount budgeted for each eligible expenditure category) on a regular, on-going basis per grant agreement.**

Required Attachment:

Most recent budgets to actual report for the selected project.



- 4. The agency has cash management procedures in place to ensure that payment for project costs have already occurred, or will occur within three (3) business days of the date of the deposit of grant funds.**

Required Attachments:

First draw/voucher request package for your selected project for the month requested by All Chicago, including supporting documentation for each requested item. Also, include requested month bank statement.

- 5. The approval controls for expenditures provide reasonable assurance that appropriate individuals approve transactions in accordance with management's general or specific criteria.**

You do not need to submit anything for this question. All Chicago will review material submitted in questions 1-4 and make a determination.

- 6. Charges to the grants for salaries and wages are supported by documented payrolls, wages supported by documented payrolls, time-sheets and activity reports.**

Required Attachments:

First payroll register for the month identified by All Chicago, along with all time sheets and/or activity reports related to all CoC grant employees.

- 7. The organization has a record retention policy that ensures that financial records for its grants are retained for the appropriate period of time, including a provision to retain records until any litigation, claim, audit, or other action involving a grant has been resolved.**

Required Attachment:

Provide a retention policy if not submitted in question 1.

- 8. Financial duties are segregated to effectively reduce the opportunity for someone to perpetrate or conceal errors or irregularities.**

Required Attachments:

Please submit your finance department's organization chart. In addition, please complete and attach the [Segregation of Duties Checklist](#). If you already have a chart demonstrating segregation of duties, you may attach that instead.

- 9. The organization maintains source documentation to support the amount drawn down for payment request.**

You do not need to submit anything for this question. All Chicago will review material submitted in question 4 and make a determination.



10. The project draws down funds from HUD's Line of Credit Control System (LOCCS) at least quarterly.

Required Attachments:

From the LOCCS Project Portfolio, print out and submit the voucher activity for each CoC Grant (most recent year so we have a full 12 month's activity).

11. Please provide additional comments or questions.