



Department of
Development

Office of Housing and Community Partnerships

Attachment 14

Financial Monitoring Tool

November 2008

Prepared by:

Ohio Department of Development

Community Development Division

Office of Housing and Community Partnerships

Ted Strickland, Governor of Ohio

Lee Fisher, Lt. Governor of Ohio

Director, Ohio Department of Development

FINANCIAL MONITORING TOOL

Grantee:		OHCP Staff:	
Grant Number:		Monitoring Date	
Other OHCP Staff Attending Monitoring		Other OHCP Staff Attending Monitoring	

Risk Assessment			
Risk Profile Area	Yes	No	Comments
1. Does the grantee have new grant administrator or fiscal employees?			
2. Has the grantee had any significant financial monitoring findings?			
3. Has the grantee had any significant audit findings?			
4. Has the grantee experienced drawdown issues (incorrectly filling out the forms)?			
5. Has the grantee been repeatedly late in submitting status/final reports?			
6. Has the grantee been identified as high risk by any of the program sections?			
7. Has the grantee been identified as high risk by the compliance section?			
8. Has the grantee asked for more than one amendment or extension per grant?			
9. Does the grantee have more than one OHCP grant? (amount of monetary exposure)			
Number of yes responses			
High risk grantee			If the profile indicates a “yes” in 3 out of the first 6 questions or “yes” to any one of the last 3 questions, the grantee is high risk.

A. Financial Management Records

1. Cash Receipts Journal	Yes	No	Finding	Advisory Concern
Does the grantee maintain a cash receipts journal?				
Does the cash receipt journal indicate all funds received?				
Does the cash receipt journal indicate the source of funds received?				

FINANCIAL MONITORING TOOL

1. Cash Receipts Journal	Yes	No	Finding	Advisory Concern
Does the cash receipt journal indicate the date funds were received?				
Does the cash receipts journal indicate the activity the funds were received against?				
2. Cash Disbursement Journal	Yes	No	Finding	Advisory Concern
Does the grantee maintain a cash disbursements journal?				
Does the cash disbursement journal indicate check numbers?				
Does the cash disbursement journal indicate the date of the check?				
Does the cash disbursement journal indicate the vendor name?				
Does the cash disbursement journal indicate the check amount?				
Does the cash disbursement journal indicate the grant & activity disbursed against?				
3. General Ledger	Yes	No	Finding	Advisory Concern
Does the grantee maintain a general ledger?				
Does the general ledger include all activities awarded in the attachment A?				
Does the general ledger include the total funds expended to date against each activity?				
Does the general ledger include the activity balances?				
4. Project Summary Journal				
Does the grantee maintain a project summary journal? (Only required if grant has individual projects within activities)				
5. Program Income				
Does the grantee maintain adequate journals for program income? (Should include source, date, amount, interest earned and current status of each individual loan)				
Does the grantee maintain program (RLF) income in an interest-bearing account per OHCP 08-2?				
Does the grantee have all federal funds deposited in a non-interest bearing account? (If not, determine how much interest has been earned.)				
Notes:				

FINANCIAL MONITORING TOOL

	Yes	No	Finding	Advisory Concern
1. Do all expenditures appear to be supported by proper source documentation?				
2. Has the grantee adhered to Policy Notice: OHCP 08-01 with reference to reimbursement of allowable costs on a limited basis? The following four requirements must be met:				
Clear, complete, detailed documentation/evidence that the goods/services being purchased are allowable expenditures according to the rules and regulations of the program being charged.				
A voucher/invoice, which includes a clear, complete, and detailed description of the goods or services purchased.				
A clear, complete and detailed cost breakdown of the goods/services being purchased and the source of the funds to pay for each of the costs listed in the breakdown.				
Evidence (a copy of a cancelled check or other proof of payment) that the reimbursable cost was paid from another source.				
3. Are vouchers/purchase orders coded with grant and account numbers?				
4. Are time sheets used to document all payroll charges and are they approved?				
5. Is there documentation showing time, purpose, points of travel along with the total cost and approval signature for all travel expenses?				
6. Do all invoices include a description of services or goods purchased?				
7. Have any expenditures been charged for entertainment, fines & penalties, contributions and donations or other ineligible costs?				
8. Are all contracts in writing?				
9. Does the grant include administrative contracts?				
If yes, review administrative contract for a clear, accurate, and detailed descriptions of work to be performed with a timeline for performance.	Notes:			
If yes, also review for maximum obligations and method of compensation.	Notes:			
10. Does the grantee charge indirect costs to the grant?				
If yes, do they have an approval letter from OHCP?				

Additional Notes:

FINANCIAL MONITORING TOOL

D. Property Management

	Yes	No	Finding	Advisory Concern
1. Are there records of all property purchased with OHCP funds which list description, serial number, acquisition date, total cost, unit cost, and location?				
2. Is there a disposition plan for all applicable equipment?				
3. Is the inventory list updated on a yearly basis?				
4. Is there prior approval for all purchases over \$5,000?				
Notes:				

E. Internal Controls

	Yes	No	Finding	Advisory Concern
1. Are checks issued by auditor or finance director?				
If no, answer the following questions regarding the safeguarding of all checks?				
a. Are signature stamps used?				
If so, are they maintained in a secure location?				
b. Are checks numbered consecutively?				
c. Are missing check numbers accounted for?				
d. Are blank checks left unsigned until they are used?				
e. Are unused checks kept in a secure area?				
f. Are voided checks defaced?				
2. List the individual with title who is responsible for posting transactions to the accounting records.				
3. List the individual with title who prepares vouchers and/or purchase orders.				
4. List the individuals who are authorized to sign vouchers?				
How many signatures are required?				
5. List the individuals who are authorized to sign checks?				
How many signatures are required?				
6. Is there an adequate system of internal controls which provides appropriate segregation of duties to safeguard assets and check the adequacy and reliability of accounting data?				
If not, are there any incidents where problems are noted?				
7. If financial records are not computerized, are they maintained in pen?				

Notes:

FINANCIAL MONITORING TOOL

ENTRANCE INTERVIEW

DATE:			
GRANTEE			
GRANT NBRS.			
REPRESENTATIVES PRESENT AT INTERVIEW (SIGNATURES REQUIRED)	NAME	SIGNATURE	TITLE

ISSUES AND AREAS TO BE REVIEWED:	NOTES:
FINANCIAL MANAGEMENT RECORDS INCLUDING CASH RECEIPTS JOURNAL, CASH DISBURSEMENTS JOURNAL, AND GENERAL LEDGERS (PROJECT SUMMARY JOURNAL WHERE APPLICABLE).	
EXPENDITURE TESTING-FUNDS EXPENDED AS BUDGETED.	
FIFTEEN (15) DAY RULE COMPLIANCE TESTING.	
TESTING TO SEE THAT GRANT CONDITIONS WERE MET PRIOR TO EXPENDITURE OF FUNDS.	
SOURCE DOCUMENTATION AND COST ALLOWABILITY.	
ADMINISTRATIVE CONTRACTS.	
PROPERTY MANAGEMENT.	
INTERNAL CONTROLS.	

FINANCIAL MONITORING TOOL

EXIT INTERVIEW

DATE:			
GRANTEE			
GRANT NBRS.			
REPRESENTATIVES PRESENT AT INTERVIEW (SIGNATURES REQUIRED)	NAME	SIGNATURE	TITLE

FINDINGS:

ADVISORY CONCERNS:
