

Accounting System / Internal Control Questionnaire

Please provide answers to the following questions.

1. Which of the following best describes the accounting system?

Manual Automated Combination

2. Is there a chart of accounts?

Yes No (If yes, please provide us with a copy of the [chart of accounts](#))

3. Are the following books of accounts maintained?

	Yes	No
General Ledger		
Project Cost Ledger		
Cash Receipts Journal		
Cash Disbursements Journal		
Payroll Journal		
Accounts Receivable Ledger		
Accounts Payable Ledger		
Sales Journal		
Purchase Journal		

4. Does the accounting system adequately identify receipts and expenditures for each grant or contract?

Yes No

5. Does the accounting system provide for recording of expenses for each program by budget cost categories?

Yes No

(If yes, please provide us with sample copies of the job cost/project cost reports the Organization's accounting system can generate.)

6. Are time distribution records maintained for each employee to account for 100 percent of his/her hours?

Yes No **(Please provide us with a sample of your completed time sheet. See [biweekly](#) and [monthly](#) timesheet examples)**

7. Are record keeping duties for the receipt and the payment of cash separated?

Yes No

8. Are all accounting entries supported by documentation that gave rise to the transaction?

Yes No

9. Are budgetary controls in effect to preclude incurring obligations in excess of total funds available for an award?

Yes No

10. Are budgetary controls in effect to preclude incurring obligations in excess of total funds available for a budget cost category?

Yes No

Comments / Explanations: