

Guide for Review of SHP Financial Management			
Name of Grantee:			
Staff Consulted:			
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

Instructions: This Exhibit is designed to review the SHP grantee's financial management system and eligibility of SHP grant expenditures. With respect to the applicability of OMB Circulars on cost principles, certain requirements do not apply to the SHP program. Specifically, all expenditures for the SHP program must be based on actual, incurred costs. Costs that do not represent an incurred cost such as depreciation or professional retainer fees are not allowable. Follow the sampling guidance in Section 13-3 of the introduction to this Chapter.

Questions:

1.

Does the grantee have written procedures for recording financial transactions, and a current accounting manual and a chart of accounts? [24 CFR 583.330(c), 24 CFR 84.21(b)(2) or 24 CFR 85.20(b)(2)]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

2.

Does the grantee maintain a policy manual covering the authority for approving financial transactions? [24 CFR 583.330(c), 24 CFR 84.21(b)(2) or 24 CFR 85.20(b)(2)]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

3.

If the grantee has a policy manual, does it provide guidelines for controlling expenditures, such as purchasing requirements and travel authorizations? [24 CFR 583.330(c), 24 CFR 84.21(b)(2) or 24 CFR 85.20(b)(2)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

4.

Does the grantee have written procedures regarding the maintenance of accounting records? [24 CFR 583.330(c), 24 CFR 84.53(b) or 24 CFR 85.42]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

5.

Are the grantee's fiscal records and valuables secured in a limited-access area? [24 CFR 583.330(c), 24 CFR 84.21(b)(3) or 24 CFR 85.20(b)(3)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

6.

If the SHP grantee has an interest-bearing account, is there evidence that any interest on grant advances has been returned to HUD? [24 CFR 583.330 (c), 24 CFR 84.22(k) or 24 CFR 85.21(i)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

7.

Does the grantee identify expenditures in its accounting records according to eligible activities identified in the approved homeless assistance competition application? [24 CFR 583.410 and 24 CFR 583.330(c), 24 CFR 84.21(b)(2) or 24 CFR 85.20(b)(2)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

8.

Do the fiscal records indicate evidence that the grantee has effective internal control over, and accountability for, all grant funds, property and other assets? [24 CFR 583.330 (c), 24 CFR 84.21(b)(3) or 24 CFR 85.20(b)(3)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

9.

Does a review of the sample transaction records indicate that SHP expenditures were for eligible costs and supported by adequate source documentation (invoices, contracts, or purchase orders)? [24 CFR 583.100-135 and 24 CFR 583.330 (c), 24 CFR 84.21(b)(7) or 24 CFR 85.20(b)(6)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

10.

If the grantee draws down SHP funds on an advance (and not reimbursement) basis, do the financial records reveal that payments made for project costs occurred within three business days of the deposit of grant funds? [24 CFR 583.330 (c), 24 CFR 84.21(b)(5) or 24 CFR 85.20(b)(7)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

11.

Are journal entries for expenditures clearly explained and reviewed by some form of a checks and balance system? [24 CFR 84.21(b)(1) or 24 CFR 85.20(b)(1)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

12.

Is there evidence that the grantee requires subsidiary records for accounts, etc., to be balanced with control accounts on a regular basis? [24 CFR 583.330(c), 24 CFR 84.21(b)(1) or 24 CFR 85.20(b)(1)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

13.

a. Are charges to the SHP for salaries and wages, whether treated as direct or indirect costs, based on payrolls documented in accordance with generally accepted accounting principles and approved by a responsible official(s) of the organization being monitored?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

b. For employees working solely on SHP, are charges for their salaries and wages supported by periodic certifications that the employees worked solely on that program for the period covered by the certification? [OMB Circular A-87, Attachment B, 8(h)(3)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

<p>c. Were the certifications prepared at least semi-annually and signed by the employee or a supervisory official having first hand knowledge of the work performed by the employee? [OMB Circular A-87, Attachment B, 8(h)(3)]</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>				
Yes	No				

Describe Basis for Conclusion:

14.

<p>Is there evidence that the staff duties are separated so that no one individual has complete authority over an entire financial transaction? [24 CFR 583.330(c), 24 CFR 84.21(b)(1) or 24 CFR 85.20(b)(1)]</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>				
Yes	No				

Describe Basis for Conclusion:

15.

<p>Are payments for employee salaries supported by timesheets indicating actual times, not percentages? [24 CFR 583.330 (c), OMB Circular A-87, Attachment B, #8(h) or OMB Circular A-122, Attachment B, #8]</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>				
Yes	No				

Describe Basis for Conclusion:

16.

<p>If salaries are being paid from more than one source, do the fiscal records clearly define payments among the funding sources? [24 CFR 583.330 (c), OMB Circular A-87, Attachment B, #11(h) or OMB Circular A-122, Attachment B, #11(m)]</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					

Describe Basis for Conclusion:

17.

If salaries involve payments from more than one SHP activity line (e.g., supportive services, operating costs), can payments for wages be clearly tracked within the grantee's fiscal records? [24 CFR 583.330 (c), 24 CFR 84.21(b)(1) or 24 CFR 85.20(b)(1)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion: 	

18.

Is there evidence in the financial records of any cash payments being provided directly to the clients?	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

19.

Does the Line of Credit Control System (LOCCS) withdrawal information match the information from the SHP grantee's drawdown voucher requests? [24 CFR 583.330(c)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	