

Office of the State Controller

Self-Assessment of Internal Controls

**Major Financial Assistance Cycle
Federal Programs**

Control Policies and Procedures

Cash Management

Agency _____ Year End _____

Program Name _____ CFDA # _____

Bolded questions identify critical controls. A critical control is a control that will prevent or detect an error in the event that all other controls fail.

Yes No N/A

- ___ ___ ___ 1. Is responsibility for requesting grant drawdowns and monitoring interest earned on advances assigned to a person knowledgeable of the cash management requirements?

- ___ ___ ___ 2. **Are the following duties performed by different people:**
 - ___ ___ ___ a. **Estimating or determining cash requirements for the agency?**
 - ___ ___ ___ b. **Reviewing and approving the request for advance or reimbursement?**

- ___ ___ ___ 3. Does the agency have established procedures for estimating or determining cash requirements?

- ___ ___ ___ 4. **Are requests for advance or reimbursement reviewed and approved by persons with approval authority?**

- ___ ___ ___ 5. Are requests for reimbursements based on actual cash outlays if required by the program?

- ___ ___ ___ 6. **Is there a cash log or record showing expenditures and cash balances for federally financed programs?**

- ___ ___ ___ 7. **Is the Federal cash drawdown enough to prevent excess positive or negative cash balances from accumulating?**

- ___ ___ ___ 8. Are grant funds accounted for separately in the accounting system?

- ___ ___ ___ 9. **Are cash requirements for subrecipients monitored to prevent excess cash transfers?**