

Office of the State Controller

Self-Assessment of Internal Controls

**Major Financial Assistance Cycle
Federal Programs**

Control Policies and Procedures

Matching, Level of Effort, or Earmarking

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. Are there written policies that outline the following:
 - Responsibilities for determining required amounts or limits for matching, level of effort, or earmarking?
 - Methods of valuing matching requirements, e.g., "in-kind" contributions of property and services, calculations of levels of effort?
 - Allowable costs that may be claimed for matching, level of effort, or earmarking?
 - Methods of accounting for and documenting amounts used to calculate amounts claimed for matching, level of effort, or earmarking?

 - ___ ___ ___ 2. Are matching, level of effort and earmarking requirements considered when the budget is established?

 - ___ ___ ___ 3. Are "in-kind" contributions and volunteer services properly documented?

 - ___ ___ ___ 4. Is there a system in place to ensure that expenses/expenditures, refunds, and cash receipts or revenues are properly classified and recorded only once as to their effect on matching, level of effort, or earmarking?

 - ___ ___ ___ 5. **Does management review the source of funds for the budgeted amounts to ensure that they are allowable?**

 - ___ ___ ___ 6. **Are budget reports reviewed periodically to determine that requirements are being met as scheduled?**

 - ___ ___ ___ 7. **Is appropriate action taken when requirements are not being met as scheduled?**