

Office of the State Controller

Self-Assessment of Internal Controls

**Major Financial Assistance Cycle
Federal Programs**

Control Policies and Procedures

Subrecipient Monitoring

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. | Do contracts specify Federal award information, including the requirement for subrecipients to obtain an audit in accordance with the "Single Audit Act"(OMB Circular A-110 or A-133)? |
| ___ ___ ___ | 2. | Is a master list maintained of all subrecipients? |
| ___ ___ ___ | 3. | Is the master list of subrecipients updated as disbursements are made or as contracts are signed? |
| ___ ___ ___ | 4. | Are subrecipients monitored using standard procedures to ensure compliance with program regulations? |
| ___ ___ ___ | 5. | Are monitors required to document review procedures (monitoring visits, review of reports, regular contact) and any instances of non-compliance using standard reports? |
| ___ ___ ___ | 6. | When selecting subrecipients for monitoring, do monitors consider factors such as size of grants, prior monitoring, audit findings, size of the organization receiving the grant, and experience of the organization in administering the program? |
| ___ ___ ___ | 7. | Do written procedures exist for resolution of compliance issues and questioned costs identified during monitoring? |
| ___ ___ ___ | 8. | Are monitoring findings and resolutions reviewed and approved by a person with approval authority? |
| ___ ___ ___ | 9. | Are knowledgeable personnel performing desk reviews of audit reports to determine that they are in accordance with the "Single Audit Act"? |

- ___ ___ ___ 10. **Are subrecipient audit findings and responses entered into a tracking system or otherwise identified for follow-up?**
- ___ ___ ___ 11. Are personnel assigned to follow-up on audit findings familiar with the issues?
- ___ ___ ___ 12. **Does the audit resolution process ensure timely corrective action of audit findings?**
- ___ ___ ___ 13. Is the audit resolution process documented and maintained?
- ___ ___ ___ 14. Are subrecipient audit findings evaluated to determine if disclosure should be made in the state agency's financial statements?