

FEDERAL MEDIATION AND CONCILIATION SERVICE ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE

Application Identifier Number/Grant Award # _____

OMB APPROVED
No. 3076-0006
Exp: 04/30/2010

(Est. Burden: 60 Min., Address Appeals to FMCS 2100 K Street, NW, Wash, DC 20427)

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the FMCS guidelines manual entitled "Financial and Administrative Grants".

1. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
2. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
3. The accounting system should provide accurate and current financial reporting information.
4. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

When was the organization Founded/Incorporated? (mm/dd/yyyy) _____	Principal Officers _____	Titles _____
Employer Identification Number: _____	_____	_____
Number of Employees _____	_____	_____
Full Time: _____ Part Time: _____		
Is the firm affiliated with any other firm? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", provide details:	Total Sales/Revenue from most recent accounting period. (12 months) \$ _____	

SECTION C: ACCOUNTING SYSTEM

Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No

If "Yes", provide name and address of Agency performing the review:

Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.

NOTE: If review occurred within the past three years, omit questions 2-9 of this Section and Section D.

Which of the following best describes the accounting system? Manual Automated Combination
Name of Automated System: _____

Does the organization use a double-entry system in accounting for program funds? Yes No Not Sure

Does the accounting system identify the receipt and expenditures of program funds separately for each contract/grant?
 Yes No Not Sure

Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? Yes No Not Sure

Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? Yes No Not Sure

If the organization proposes an overhead rate, does the accounting system provide for the separation of direct and indirect expenses? Yes No Not Sure

Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:
Total funds available for a grant? Yes No Not Sure

Total funds available for a budget cost category (e.g. Personnel, Travel)? Yes No Not Sure

Is the firm generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants/contracts? Yes No Not Sure

SECTION D: FUND CONTROL

Is a separate bank account maintained for grant/contract funds? Yes No Not Sure
If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified? Yes No Not Sure
Are the officials of the firm bonded? Yes No Not Sure

SECTION E: FINANCIAL STATEMENTS

Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No
If an independent CPA review was performed, please provide this office with a copy of their latest report and any management letters issued. Enclosed N/A
If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

If an independent CPA has never examined your financial statements, please develop and provide this office with a copy of the following financial statements:
A detailed "Balance Sheet" for the most current and previous year; and
A detailed "Income Statement" for the most current and previous year.

SECTION F: ADDITIONAL INFORMATION

Use this space for any additional information (indicate section and item numbers if a continuation)

SECTION G: APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

Signature	Firm Name, Address and Telephone Number
Title	

SECTION H: CPA CERTIFICATION

The purpose of the CPA Certification is to assure the Federal Agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/Local funds are available for the conduct of the grant programs and project funds are disbursed and accounted for properly.

Signature	Firm Name, Address and Telephone Number
Title	