

ACCOUNTING SYSTEMS CERTIFICATION  
This form must be submitted by all applicants.

1. Does the agency maintain a general ledger monthly including this program?
2. Does the agency maintain separate cash receipts and disbursements journals?
3. Does the agency require an independent, certified audit annually? If not, why not? If not annually, how often?

Please provide name of current contractor for independent audit services.

Agency Fiscal Year

Date of last audit

4. Does the agency employ a paid bookkeeper?

IF yes, please provide bookkeeper's name:

If not, explain who is responsible for the maintenance of financial record keeping system and provide some explanation of person's financial qualifications.

5. What positions are authorized to sign checks for your agency?

Is the person who maintains fiscal records (named above) also authorized to sign checks?

Are corporation resolutions on file for authorized check signers?

6. Describe the agency's insurance and bonding coverage relevant to the proposed project. Include copy of bonding document and insurance.
7. The cash and in-kind items listed in the budget do not come from federal funds (only General Revenue Sharing, Community Development Block Grant and Legal Services Corporation funds are allowable match) and they are not used to match any other federal grant.
8. Client contributions cannot be used for federal matching funds.