



COMMISSIONER SID MILLER

Grant Program

Accounting System & Financial Capability Questionnaire

PURPOSE

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200, Subpart D, [Standards for Financial and Program Management](#). The responses to this questionnaire are used to assist in the Texas Department of Agriculture’s evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds. Failure to comply with the criteria outlined in the regulations above may preclude your organization from receiving an award.

ORGANIZATION INFORMATION

Organization Name:	
Employer Identification Number:	
Authorized Organization Representative (AOR):	
Year the Organization was established:	
Number of Employees:	

GRANT STAFF INFORMATION

Provide the name of the project staff and number of years that they have been employed by the applicant organization.

Staff Member	Name	Number of Years
AOR		
Project Director		
Financial Point of Contact		

FINANCIAL MANAGEMENT SYSTEM AND INTERNAL CONTROLS

Requirement	Yes	No
Is there a dedicated accountant or finance manager responsible for monitoring organizational funds?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have written accounting policies and procedures that meet the requirements associated with 2 CFR §200.302 ? <i>If yes, provide a copy of or a hyperlink to your organization’s written accounting policies and procedures (e.g., payment procedures and budgeting process).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Hyperlink (if available):		
Does your organization have a written account of its internal controls as required by 2 CFR §200.303 ?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, provide a copy of or a hyperlink to your organization's written internal controls for Federal awards (e.g., segregation of duties).

Hyperlink (if available):

AUDIT FINANCIAL AND REPORTS

Requirement	Yes	No
Does your organization issue annual financial reports and/or plans?	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization received an audit (internal or external) in the last 5 years? <i>If yes, provide a copy of or a hyperlink to the audit report.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Hyperlink (if available):		
Elapsed Time Since Last Audit		
<input type="checkbox"/> Less than 1 Year	<input type="checkbox"/> More than 3 years but less than 5 years	
<input type="checkbox"/> More than 1 year but less than 3 years	<input type="checkbox"/> More than 5 Years	
Has your organization received a financial audit? <i>If yes, provide a copy of or a hyperlink to the audit report.</i>		
<input type="checkbox"/> Single Audit All non-federal entities that expend \$750,000 or more of federal awards in a year are required to obtain an annual audit in accordance with 2 CFR Part 200 -Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal Awards. Additional information can be found on the Office of Management and Budget (OMB) Policy Statements web page .		
<input type="checkbox"/> Audited Financial Statements; or <input type="checkbox"/> IRS Form 990.		
Hyperlink (if available):		

ADDITIONAL INFORMATION

Additional financial information including expanding on responses in previous sections

APPLICANT CERTIFICATION

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

X	
AOR Signature	Date
Phone:	
Email:	