

FOR REFERENCE ONLY

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children’s Alliance’s (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

By checking each of the boxes below, I certify that the following statements are true:

☐ The applicant organization is has an active registration status in the System for Award Management (SAM) currently accessible at www.SAM.gov ⓘ

☐ The applicant organization utilizes accounting software. ⓘ

☐ The applicant organization's accounting system separately identifies receipt and expenditure of program funds for each grant. ⓘ

☐ The applicant organization's accounting system provides control and accountability of federal funds. ⓘ

☐ The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.

The following financial management policies are board adopted/agency approved and currently in place:

☐ Management of equipment, supplies and property

☐ Travel policies

☐ Purchase/procurement of equipment, supplies, property, and services

☐ Checking the Excluded Policies List system for suspended or debarred consultants/contractors prior to obligation.

☐ Record retention

☐ Separation of financial duties ⓘ

☐ Appropriate background screening ⓘ

☐ E-verify registration ⓘ

Board adopted/agency approved Personnel Policies that include:

☐ Pay rates and benefits, time and attendance, and payment methods.

Audit Findings

☐ In the past three fiscal years, no “Materials Weakness” was disclosed.

Verification of Statements

I am the authorized official of this organization, and by signing below, certify that all of the foregoing responses on this Pre-award Checklist are complete, true, and accurate.

* Full Name ⓘ

* Title

* Phone

* Email

* Date