

SLHI Business Operations Survey

Name of Applicant: _____

General Information

1. Has your organization been granted tax-exempt status by the Internal Revenue Service under section 501(c)(3)?	<input type="radio"/> Yes <input type="radio"/> No
2. Is your organization current with its annual filings with the Arizona Corporation Commission?	<input type="radio"/> Yes <input type="radio"/> No
3. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> Yes <input type="radio"/> No
4. Which of the following describes how payroll is processed?	<input type="radio"/> Internally <input type="radio"/> Payroll Service <input type="radio"/> PEO
5. Is your organization current on all payroll and other taxes?	<input type="radio"/> Yes <input type="radio"/> No

Funds Management

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> Yes <input type="radio"/> No
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> Yes <input type="radio"/> No

Internal Controls

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> Yes <input type="radio"/> No
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> Yes <input type="radio"/> No
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> Yes <input type="radio"/> No
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> Yes <input type="radio"/> No
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> Yes <input type="radio"/> No

Contact Information

Prepared by:	
Job Title:	
Date:	
Phone:	

Certification

I certify that this report is complete and accurate to the best of my knowledge.

Authorized Signature

Additional Information (Please use the back of this page to explain any answers that required additional explanation.)