



CITY OF BOSTON MAYOR'S OFFICE OF HOUSING SUBRECIPIENT GOOD GOVERNANCE CHECKLIST

Each of the items below asks you to reflect on your organization's alignment with what is considered "best practice" around key elements of financial management: budgeting and cash flow, data and analysis, operations, audit readiness, and governance and strategy. For any items for which you choose "No", a corrective action plan with timeline and copies of the corrective written policies must be provided. The completed checklist, corrective action plan and timeline along with any corrective written policies should be submitted to MOH as soon as possible. If you have any questions, please let us know.

Organization Name: _____

Question	Yes	No	Comments
INTERNAL CONTROLS			
Is there a chart showing the titles and lines of authority for all individuals involved in approving or recording financial transactions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there written position descriptions that describe the responsibilities of all key employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there written procedures for the recording of transactions, as well as an accounting manual and a chart of accounts?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an adequate separation of duties to assure that no one individual has authority over an entire financial transaction?	<input type="checkbox"/>	<input type="checkbox"/>	
Do hiring policies ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job?	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Comments
Is control over access to accounting records, assets, blank forms, and confidential records adequate, such that only authorized persons can get access to them?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the most recent audit report indicate any deficiencies or material weaknesses in the system of internal controls?	<input type="checkbox"/>	<input type="checkbox"/>	
Have there been any changes in the system of internal control, or have there been any changes in the fiscal staff, since completion of the audit?	<input type="checkbox"/>	<input type="checkbox"/>	
ACCOUNTING RECORDS AND SOURCE DOCUMENTATION			
<p>Do the accounting records identify the source and use of all funds, including information on:</p> <ul style="list-style-type: none"> o All grant awards received; o Authorizations or obligations of funds; <i>(Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, year the Federal award was issued, and name of the Federal agency or pass-through entity.)</i> o Unobligated balances; o Assets and liabilities; o Program income, miscellaneous revenue and revolving funds; and o Total actual outlays or expenditures to date? 	<input type="checkbox"/>	<input type="checkbox"/>	
Are the accounting records supported by adequate source documentation? (Note: the combination of source documentation and accounting records should provide a complete “audit trail,” documenting when a purchase was requested and by whom, how it was formally approved, what funds were used to pay for it, when it was paid and for how much.)	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Comments
Is there a clearly defined set of written standards and procedures for determining the reasonableness, allowability, and allocability of costs incurred that is consistent with the rules in 2 CFR Part 200?	<input type="checkbox"/>	<input type="checkbox"/>	
If the organization charges indirect costs, does it have an approved indirect cost rate?	<input type="checkbox"/>	<input type="checkbox"/>	
BUDGET CONTROLS			
Is there a regular, on-going comparison of actual expenditures with the amounts budgeted?	<input type="checkbox"/>	<input type="checkbox"/>	
Is financial information related to performance or unit cost data, as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
CASH MANAGEMENT			
Is a written procedure for minimizing the time elapsing between the transfer of funds from the pass-through entity and the disbursement of funds?	<input type="checkbox"/>	<input type="checkbox"/>	
Is information on line of credit withdrawal vouchers accurate?	<input type="checkbox"/>	<input type="checkbox"/>	
PROCUREMENT RULES			
Is a <i>written</i> “standard of conduct” maintained governing the performance of employees engaged in purchasing and/or the award or administration of contracts, in order to avoid real or apparent conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all purchases or procurements (no matter how small) conducted in a manner to provide, to the extent practical, free and open competition?	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Comments
<p>Are <i>written</i> procedures for procurement transactions maintained that specify the steps taken to:</p> <ul style="list-style-type: none"> o Avoid the purchase of unnecessary items; o Examine lease versus purchase alternatives; and o Ensure that solicitations for goods and services contain clear and accurate descriptions of the technical requirements being sought? 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are small, women-owned, and minority-owned businesses used to the fullest extent possible?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is some form of cost or price analysis performed for each procurement, and documented in the procurement files?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is a system of contract administration maintained to ensure contractor conformance with terms and conditions of contracts that are awarded?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
PROPERTY CONTROLS			
<p>Is a system maintained for tracking property and other assets bought or leased with grant funds?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>As part of this system, does the organization conduct a periodic (at least annual) physical inventory or inspection of property bought or leased with grant funds?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are procedures in place to keep the property safe (such as adequate locks, engraving of portable equipment, and/or storage of such equipment in locations that are reasonably secure)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Comments
Are systems in place to ensure that the equipment leased or purchased with grant funds is used solely for authorized purposes (e.g., leased vehicles for transporting persons with disabilities are not employed for personal use)?	<input type="checkbox"/>	<input type="checkbox"/>	
FINANCIAL REPORTING			
Demonstrates compliance with the audit and review requirements for charitable organizations. Audits and Reviews for charitable organizations Mass.gov	<input type="checkbox"/>	<input type="checkbox"/>	
Is necessary data available from the accounting system for the preparation of reports?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the 990 been filed? And all state reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Do financial reports and statements present a clear picture of financial results and conditions?	<input type="checkbox"/>	<input type="checkbox"/>	

Fiscal Year End Date: _____ The following authorized official (Chief Financial Officer or Controller) attests, under penalty of perjury, that the information provided in this questionnaire is an accurate representation of the subrecipient's internal controls and governance policies:

Authorized Official's Signature

Title

Print Name

Date