

Research Triangle Institute
Review of Supplier Financial Systems

Legal Name of the Organization: _____

In addition to the below questions, please provide the following information:

1. Audited balance sheets and profit and loss statements for the last three completed years. If audited financial statements are not available, please provide copies of the unaudited financial statements.
2. Unaudited balance sheets and profit and loss statements for the current year-to-date.
3. Copies of any audit reports/findings, if any.

General Information

What type of organization are you (non-profit, commercial, university, etc.)?

Is your organization incorporated or legally registered? If yes, when and where?

Is your organization required to pay taxes on revenue/income, or is it exempt from such taxes?

What are the beginning and ending dates of your fiscal year?

Does your organization have other sources of U.S. government funds? If yes, please provide the name of the US Federal agency.

Financial Resources

Please comment on your company's financial resources as it relates to the performance of this contract, discussing cash and investment balances, debt balances and terms, and the availability of additional funds.

What percentage of your cash and investments is held at a financial institution?

What percentage of your cash is maintained in petty cash?

Accounting System

Briefly describe your organization's accounting system (including name of software).

Does the accounting system provide for accumulating and recording expenditures by project?

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Briefly describe your organization's system for filing and keeping supporting documentation.

Are there any circumstances in which invoices, vouchers and timesheets cannot or will not be obtained?

Accounting Policies and Procedures

Are duties separated so that no one individual has complete authority over an entire financial transaction? Please briefly describe your segregation of duties (prepare and approve purchase orders, prepare and sign checks, perform bank reconciliations, record transactions in accounting system, etc.)

Does the organization have an accounting manual?

Does the organization have a policy for approval authority for financial transactions? Please describe.

Does the organization have a procurement policy/manual? Please provide a copy.

Does the organization use an operating budget to control funds?

How often are financial statements prepared?

Please explain the financial statement review process. Are financial statements reviewed by the President, Chief Financial Office, Board of Directors, etc.?

How will your organization ensure that the individual budget categories and overall budget limits for the project are not exceeded?

Personnel and Timekeeping

Are personnel files maintained for each employee?

If yes, please describe the types of documents that are maintained.

Does the organization require employees to complete timesheets?

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If yes, do the timesheets contain the following information?

Daily hours charged to the project?

Employee signature?

Supervisor's signature?

How often are timesheets submitted?

Please explain how the timesheets are integrated with the accounting system and the invoicing process.

For budgeting purposes, how many working hours are in a day?

How many working days are in your calendar year?

Property Control

Does the organization maintain a fixed asset/equipment register? Are assets inventoried (tagged)?

Travel

Are travel expenditures substantiated by a travel voucher/expense report? What documents are required to accompany the travel voucher/expense report?

Equipment and Facilities

Please comment on your company's office(s) and equipment (computers, e-mail, etc.).

Authorized Representative:

Name:

Title:

Date