Legal Business Name of Respondent:	**0**

Required Attachments - Please attach the following documents to this form as part of the Response Package.
1. Finanical statements for the most recently completed fiscal year or a period of 12 months; and
2. Most recently audited financial report (within the past two years) including all supplements, management discussions and analysis, acutuarial opinions, and other documents as applicable.

FINANCIAL MANAGEMENT & ADMINISTRATION QUESTIONNAIRE

The type of Accounting system often depends on the size of the organization. Briefly describe the respondent's Accounting system including the following questions.

ACCOUNTING SYSTEM

a) Is the accounting system computerized, manual, or a combination of both	
b) How are different types of transactions (e.g. cash disbursements, cash receipts, revenues, journal entries) recorded and posted to the general ledger?	
c) When does your organization close your general ledger (e.g., monthly by the 10th of the following month)	

Answer each of the following questions with either a "yes" or "no" selecting from the drop-down box. Additional information may be provided in the text area below the question, if the response is "yes". **If "no" is marked, an explanation must be provided.**

1. Is your accounting system organized to allow an auditor to trace financial report balances through the general ledger and other summary ledgers/journals to each detail accenting transaction and supporting source documentation?	
2. Does your accounting system have the capability of identifying the receipt and expenditures of program funds and program income separately for each HHSC Contract/Program Attachment?	
3. Does your accounting system provide for the recording of expenditures for each HHSC Contract/Program Attachment by the budget cost categories shown in the proposed budget?	
4. Does your accounting system provide for the segregation of direct and indirect expenses and the allocation of indirect costs?	
5. Are time records (e.g., time sheets) maintained for all employees where their actual time/effort is recorded and specifically identified to a particular cost objective?	
6. Is the employees' time/effort that is recorded on the time record the source/basis of the calculation of salary/wage costs recorded in the general ledger for each cost objective?	

GENERAL ADMINISTRATION & INTERNAL CONTROLS	
1. Is the staff who will be responsible for the financial management of the award generally familiar with the existing regulations and guidelines containing the cost principles and financial administrative requirements applicable to state and federal contracts/grants?	
2. Does your organization have written Accounting policies and procedures, including use of TMHP and/ or MED-IT?	
3. Are generally accepted accounting principles followed for separation of duties regarding receipts and deposit of funds and payment of goods and services?	
4. Are procedures in place with adequate controls to ensure that receipts and disbursements are authorized and appropriately documented?	
5. Are all disbursements approved prior to payment?	
6. Is there any additional review or special approval required for checks exceeding a specific dollar amount?	
7. Are there written procedures and internal controls established for the procurement of goods and services?	
8. Do purchase orders/requisitions require specific approvals from authorized individuals in the requesting department?	
9. Are supporting documents (invoices, receipts, approvals, receiving reports, canceled checks, etc.) maintained for each disbursement and on file for easy location and retrieval?	
10. Do supporting documents accompany checks for the check signer's signature?	
11. Are supporting documents marked when paid to prevent reuse or duplication of payment?	

12. Are invoices coded to identify allocation of payment by cost objective and sub-account?	
13. Does your organization stay current with payments of its accounts payable, payroll taxes and other liabilities, loans, taxes, etc.?	
14. As program income is to be used for program purposes, are there procedures and controls to ensure proper use, accountability, and allocation?	
15. Do you have written personnel policies?	
16. Does your policy require individual daily time and attendance records for personnel (part-time, full-time, and/or in-kind volunteers)?	
17. Do procedures ensure that time and attendance reports can be specifically traced to costs recorded in the general ledger for each payroll period for each cost objective?	
18. Do you have written job descriptions with set salary levels for each employee?	
19. Do you have on file authorizations covering rates of pay, withholding and deductions for each employee?	

The Financial Management and Administration Questionnaire must be signed by an authorized person who has either completed or reviewed the form and can attest to the accuracy of the information provided.

Authorizing Official Name and Title:			
Signature:		**Date:**	