

Self Assessment of Internal Control

Cash Management

Agency _____

Fiscal Year Ending _____

<u>YES</u>	<u>N/A</u>	<u>NO</u>		
				A. Control Activities / Information and Communication
			1.	Are there written policies established to ensure compliance with federal cash management requirements?
			2.	Is Federal cash drawn-down so as to prevent excess positive or negative cash balances from accumulating?
			3.	If the program is named in the Treasury State Agreement (CMIA agreement between the federal and State Treasuries), is Federal cash draw-down in accordance with the method(s) set for the program?
			4.	If the program is not named in the TSA, are expenditures of federal cash made no longer than seven business days from receipt of the cash?
			5.	Are requests for reimbursements based on actual cash outlays if required by the program?
			6.	Are advances or reimbursements to subrecipients monitored?
			7.	Are total advances or reimbursements to subrecipients compared to contracts or agreements periodically?
			8.	Is there log or other mechanism showing cash balances for federally financed programs?
			9.	Are cash requirements for subrecipients periodically reviewed to prevent excess cash transfers?
			10.	Is a cost settlement performed at the end of each year for each subrecipient with actual matchable expenditures compared to cash advances?
				B. Monitoring
			11.	Are Requests for Advance or Reimbursement reviewed and approved by persons with approval authority?
			12.	Are statements prepared by appropriate management to determine essential cash flow needs?
			13.	Does management review the TSA for inclusion of programs for which they are responsible?