USC University of Southern California

AUDIT CERTIFICATION AND FINANCIAL STATUS QUESTIONNAIRE

This form is a requirement and should be completed in its entirety for all Subrecipients that do not receive an annual Single Audit in accordance with [2 CFR 200 Subpart F](#).

SECTION A: Organization Information

Legal Name of Subrecipient's Organization/Institution: ______________________________

SECTION B: Audit Certification

Audit Certification for Subrecipient's Most Recently Completed Fiscal Year:
(Check either A or B below, as applicable)

☐ A. External independent audits of my organization/company have been completed for my organization's most recent Fiscal Year ending:
- A true, complete and correct copy of the audit report is attached and hereby provided.
- Please complete Questions 1 – 8 and 24 – 28 below

☐ B. My organization/company has not been audited by a U.S. Government audit agency or by an independent CPA firm for the most recent Fiscal Year ending: ______________________.
- True and correct information concerning my organization's finances and fiscal policies is provided in the attached Financial Status Questionnaire, and in the attached financial Statements covering the Fiscal Year noted above.
- IF SELECTION B WAS CHOSED, PLEASE COMPLETE THE AUDIT CERTIFICATION AND FINANCIAL STATUS QUESTIONNAIRE IN ITS ENTIRETY.

SECTION C: General Information

1. Date Organization was Established. ______________________

	Yes	No
2. Does your organization have its financial statements reviewed by an independent public accounting firm? If yes, please enclose a copy of the most recent financial statements for your organization, audited or unaudited.	☐	☐
3. Other than financial statements, has any aspect of your organization's activities been audited within the last two years by a governmental agency or independent public accountant? If yes, please provide a copy of any recent external audit report.	☐	☐
4. Does your organization have internal controls that can provide reasonable assurance that your organization manages, evaluates and monitors pass-through awards from Federal sponsors in accordance with required Federal statutes, regulations, and the terms and conditions required of a pass-through award?	☐	☐
5. Does your organization have the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received?	☐	☐
6. Does your organization have any outstanding audit findings which would impact subcontract costs? If yes, please provide a copy of the most recent report describing the findings and the corrective action plan, including the anticipated completion date of the corrective action plan.	☐	☐
7. Does the entity have, and periodically evaluate, internal controls to assure U.S. federal and nonfederal awards are managed in compliance with applicable laws, federal regulations, and terms of the award?	☐	☐
8. Has the entity received any U.S. government funding (either directly from a U.S. government agency or through another organization) during the past three fiscal years? If yes, please list approximate number of awards and total dollar value.	☐	☐

SECTION D: Cash Management

	Yes	No
9. Are duties separated so that no one individual has complete authority over an entire financial transaction?	☐	☐
10. Does your organization have controls to prevent expenditure of funds in excess of approved, budgeted amounts?	☐	☐
11. Are all disbursements properly documented with evidence of receipt of goods or performance of services?	☐	☐
12. Does your organization have a cash forecasting process which will minimize the time elapsed between the receipt and the disbursement of those funds?	☐	☐
13. Are all bank accounts reconciled monthly?	☐	☐

SECTION E: Payroll

	Yes	No
14. Are payroll charges checked against program budgets?	☐	☐
15. Does your organization have written policies and/or procedures for documenting and charging or assigning personnel compensation costs to awards and invoicing sponsors? If yes, please describe these policies.	☐	☐

SECTION F: Procurement

	Yes	No
16. Are there procedures to ensure procurement at competitive prices?	☐	☐
17. Does your organization have a formal or written policy or procedure compliant with 2 CFR 200, for identifying and managing:		
a. Equipment/Capital Equipment	☐	☐
b. Travel Expenditures	☐	☐
c. Contractors and Subrecipients	☐	☐
18. Does your organization have policies or procedures in place to document the review of allocability and allowability of costs to a project prior to expending funds?	☐	☐

SECTION G: Property Management

	Yes	No
19. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts?	☐	☐
20. Are there effective procedures for authorizing payment and accounting for the disposal of property and equipment?	☐	☐
21. Are detailed property records periodically checked by physical inventory?	☐	☐

22. Briefly describe the organization’s policies concerning capitalization and depreciation.

SECTION H: Cost Transfers

	Yes	No
23. Does the organization have procedures to separate charges among multiple projects and, if applicable, procedures to manage cost transfers among projects to ensure that all cost transfers are appropriate?	☐	☐

SECTION I: Indirect Costs / Fringe Benefits

	Yes	No
24. Does the organization have procedures that provide assurance that consistent treatment is applied in the distribution of charges to all grants, contracts and cooperative agreements? Please summarize the procedures or provide an online link.	☐	☐

SECTION J: Cost Sharing

	Yes	No
25. Is cost share being committed to the project? If so, how does the organization determine that it has met its cost sharing obligations, that the costs have not been allocated to another Federal award, and that the cost share funds were not paid by the Federal government under another award?	☐	☐

SECTION K: Compliance

	Yes	No
26. Does your organization have a formal policy of nondiscrimination and a formal system for complying with United States federal civil rights requirements?	☐	☐
27. Does your organization have a cash forecasting process that will minimize the time elapsed between the drawing down of funds and the disbursement of those funds?	☐	☐
28. Does your organization maintain financial controls and compliance procedures designed to prevent bribery and corruption in accordance with applicable U.S. laws (including the Foreign Corrupt Practices Act), to ensure that no funds or other resources are provided to or benefit any individual or entity subject to U.S. sanctions (including those administered by OFAC), and to prevent any diversion of funds to support terrorist activities?	☐	☐

SECTION L: Attachments

1. External Independent Audit
2. Financial Statements, Audited or Unaudited

SECTION M: Approved for Subrecipient

The information, certifications and representations above have been read, signed and made by an authorized official of the Subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies. Any work performed and/or expenses incurred prior to execution of a subaward agreement are at the Subrecipient's own risk.

Subrecipient agrees to immediately notify the Authorized Official at the University of Southern California of any material changes to the above Certifications.

____
Name of person completing questionnaire

____
Title

____
Signature

____
Date