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Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”) require monitoring of subrecipients receiving federal financial assistance under a prime award. The purpose of the questionnaire is to help us determine the financial stability and responsibility for receiving federal funds prior to issuance of a subaward/subcontract. The following questions should be answered by the chief financial officer of your organization.

Organizational Information	
What is the legal name of organization?	
What year was the organization formed?	
What is the organization’s federal employer identification number?	
Approximately how many employees does the organization have? <input type="checkbox"/> Less than 25 <input type="checkbox"/> 25-100 <input type="checkbox"/> 100-250 <input type="checkbox"/> More than 250	
What is the organization’s approximate annual revenue? <input type="checkbox"/> Less than \$25 million <input type="checkbox"/> \$25m - \$50m <input type="checkbox"/> \$50m - \$100m <input type="checkbox"/> Greater than \$100m	

Accounting and Financial Reporting	Yes	No
Does your organization file an annual Single Audit with the Federal Audit Clearinghouse (FAC) in accordance with Uniform Guidance (2 CFR 200, Subpart F)?		
Does your organization have annual financial statements that have been audited by an independent audit firm?		
If you answered <b>YES</b> to either of the above questions, please skip directly to signature and attach recently completed audited financials. Otherwise, please complete the remainder of the form.		
Does the organization receive federal funds, directly or indirectly, exclusive of any funding received from RFMH?		
Does your organization have formal, written policies that address accounting procedures?		
Are duties separated so that no one individual has complete authority over an entire financial transaction?		
Does your organization have controls to prevent expenditure of funds in excess of approved, budgeted amounts?		

Cash Management	Yes	No
Are all disbursements properly documented with evidence of receipt of goods or performance of services?		
Are all bank accounts reconciled monthly?		

Payroll	Yes	No
Are payroll charges checked against program budgets?		
Does your organization have formal, written policies that address pay rates, benefits, time and attendance, and leave?		
Does your organization use a timekeeping system use to control paid time, especially time charged to sponsored agreements?		

<b>Procurement</b>	<b>Yes</b>	<b>No</b>
Are there procedures to ensure procurement at competitive prices?		
Is there an effective system of authorization and approval of capital equipment expenditures?		
Is there an effective system of authorization and approval of travel expenditures?		

<b>Indirect Costs</b>	<b>Yes</b>	<b>No</b>
Does the organization have a federally negotiated Facilities and Administrative rate? Explain.		
Does the organization have an approved Fringe Benefits rate?		
Does the organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges to all grants?		

<b>Property Management</b>	<b>Yes</b>	<b>No</b>
Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts?		
Are there effective procedures for authorizing and accounting for the disposal of property and equipment?		
Are detailed property records periodically checked by physical inventory?		
Briefly describe the organization's policies concerning capitalization and depreciation.		

By signing, I certify that I am an authorized institutional financial representative of the organization (indicated below) and the information and representations made herein are true and accurate.

Organization Name: \_\_\_\_\_

Name of individual completing questionnaire: \_\_\_\_\_

Title of individual completing questionnaire: \_\_\_\_\_

If required, the most recently completed audited financials are included.

Yes

Not applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date