



ATTACHMENT 2 FISCAL ABILITY QUESTIONNAIRE

CITY OF PHOENIX

1. Please check the type of organization:
 - ☐ Non-Profit (501(c)(3))
 - ☐ Other Non-Profit _____
 - ☐ Government Entity
 - ☐ Sole Proprietorship
 - ☐ Partnership
 - ☐ Corporation
 - ☐ Other _____ If non-profit is checked, what year was it incorporated as a 501(c)(3)?
2. If you checked Non-Profit 501(c)(3), which section was your organization qualified under per your Internal Revenue Service Determination Letter?
 - ☐ 509(a)(1)
 - ☐ 509(a)(2)
 - ☐ 509(a)(3)
 - ☐ 509(a)(4)

Administrative

In accordance with the administrative requirements of this contract, please respond to the following:

1. Does your agency maintain a manual regarding **Human Resources** policies and procedures?
 - ☐ Yes
 - ☐ No

If answer is yes, when was it last updated? _____

- If yes, does the **Human Resources Manual** contain at a minimum?
 - Policies that require records to contain an employee's application for employment, job title and description, hire and termination date, salary/wage rates, performance appraisals, and effective dates of personnel actions affecting any of these items?
 - ☐ Yes
 - ☐ No
 - Policies that require proper time and attendance records for employees maintained to support all salaries and wages paid?



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- ☐ Yes
- ☐ No

- Policies that require the agency utilize a formal process that an employee's leave time be earned and taken?
 - ☐ Yes
 - ☐ No

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2. Does your agency maintain a manual regarding a **Procurement** policies and procedures?
- ☐ Yes
 - ☐ No

If yes, when was it last updated? _____

If yes, does the **Procurement Manual** contain at a minimum?

- Limits by which a formal bidding process must be used for goods or services purchased with contract dollars?
 - ☐ Yes
 - ☐ No
- Code of Conduct that addresses Conflicts of Interest as it relates to procurement?
 - ☐ Yes
 - ☐ No
- Requirements that staff who expend contract dollars be familiar with these procedures?
 - ☐ Yes
 - ☐ No

Financial

In accordance with Code of Federal Regulations 2 CFR 200, please respond to the following:

1. If awarded a contract, does your organization have sufficient funds to meet obligations while awaiting reimbursement from the City of Phoenix



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Human Services Department?

- ☐ Yes
- ☐ No

2. Has your organization gone through a bankruptcy?

- ☐ Yes
- ☐ No

3. Have any contracts ever been terminated for default or non-performance?

- ☐ Yes
- ☐ No

If yes, please explain.

4. Has your organization ever been debarred from contracting?

- ☐ Yes
- ☐ No

5. Are there any lawsuits, judgments, liens, tax deficiencies, or claims pending against your organization?

- ☐ Yes
- ☐ No

6. Does the amount your organization receives from all Federal sources, warrant that an Annual Single Audit in accordance with A-133 be performed?

- ☐ Yes
- ☐ No

If yes, what is the date of the most recent completed single audit?

7. Does your organization have a “Cost Allocation Plan”? This is the tool used to determine how specific costs are distributed and charged across one or more funding sources.

- ☐ Yes
- ☐ No

If yes, please attach.



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8. Does your organization maintain a manual regarding **Financial** policies and procedures?
- ☐ Yes
 - ☐ No

If yes, when was it last updated? _____

If yes, does the **Financial Manual** contain at a minimum?

(A) Minimum Accounting Standards such as:

- Maintaining separate accounts for each grant or contract?
 - ☐ Yes
 - ☐ No
- Supporting entries to general or subsidiary ledgers by keeping original books of entry such as cash disbursement journals or cancelled checks?
 - ☐ Yes
 - ☐ No
- Maintaining adequate supporting documentation for all contract expenditures, including copies of invoices, statements, sales tickets, billings for services, deposit slips, lease/rental agreements, mortgages, and/or any other documentation that, in any way, affect contract expenditures.
 - ☐ Yes
 - ☐ No
- Tracking contract expenditures against the approved budget amount within the approved period.
 - ☐ Yes
 - ☐ No

(B) Minimum Cash Management Standards such as

- Identifying first and second signature authority for cash disbursements by maintaining current memo on file
 - ☐ Yes
 - ☐ No
- Controlling use of checks to prevent misuse?
 - ☐ Yes
 - ☐ No



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- Separating responsibilities of staff who initiate purchases versus staff who approve vendor invoices and/or sign checks
 - ☐ Yes
 - ☐ No
- Reconciling bank account statements at least once a month.
 - ☐ Yes
 - ☐ No

(C) Minimum Payroll Standards such as:

- Requiring written authorizations when:
 - New employees are added
 - Existing employees have changes in rates of pay
 - Existing employees are removed from payroll
 - Employees' payroll deductions
 - Accounting distributions set up of employees' payroll costs
 - Payroll time sheets prior to paying employee
- Maintaining Payroll registers, labor distribution reports, and payroll master control reports.
 - ☐ Yes
 - ☐ No