

## FINANCIAL MANAGEMENT QUESTIONNAIRE

Indicate the accounting process used by applicant agency:

- Accrual
- Modified Accrual
- Cash

Accounting/Finance Software Utilized:

Describe the person(s) & position(s) responsible for all accounting/financial functions:

Describe the applicant's internal control policies:

Describe the procedure for assuring accuracy/verification of service units on Financial Reports:

Describe the process for requesting, tabulating & recording of client donations or cost sharing:

Describe the policy & limits for reimbursement of staff travel, conference or training expenses: