

CDBG FINANCIAL MANAGEMENT SYSTEM

DESCRIPTION

Please provide the following information, which will help the City of Boise assess the organization's processes and capacity for managing federal funds.

SECTION A. Staff responsible for the following tasks:

1. Signing/submitting reimbursement request
2. Payment Procedures
3. Audit/Monitoring requirements
4. Financial reporting
5. Record keeping
6. Security

Name:	Phone:
Title:	
Email:	
Responsible for Task Number(s):	

Name:	Phone:
Title:	
Email:	
Responsible for Task Number(s):	

Name:	Phone:
Title:	
Email:	
Responsible for Task Number(s):	

Name:	Phone:
Title:	
Email:	
Responsible for Task Number(s):	

CDBG FINANCIAL MANAGEMENT SYSTEM

DESCRIPTION

SECTION B. What accounting software and reporting systems are used to determine how and where CDBG money is tracked/charged? Who has access to the software/systems and how is control managed?

SECTION C. Describe how separate funding sources are currently being tracked and how CDBG money will be tracked if awarded:

CDBG FINANCIAL MANAGEMENT SYSTEM

DESCRIPTION

SECTION D. Describe your organizations accounting procedures for approving and recording transactions.

SECTION E. Describe your organizations processes and procedures that ensure an adequate separation of duties. How does your organization separate the (a) authorization to execute a transaction (b) recording a transaction and (c) custody of the assets involved in the transaction?