

**UNIVERSITY OF MAINE****FINANCIAL STATUS QUESTIONNAIRE****General Information****Yes**      **No**

Has any aspect of your organization's activities other than its financial statements been audited within the last two years by a governmental agency or independent public accountant? If so, please provide a copy of any such audit report, or a URL link to it.

Are duties in your organization 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?

Does your organization maintain current, accurate information on the System for Award Management (SAM) website (<http://www.sam.gov>)?

What is the current registration expiration date?

**Cash Management****Yes**      **No**

Are all of your organization's disbursements properly documented with evidence of receipt of goods or performance of services?

Are all of your organization's bank accounts reconciled monthly?

**Payroll****Yes**      **No**

Are all of your organization's payroll charges checked against program budgets?

What system does your organization use to control paid time, especially time charged to sponsored agreements?

**Procurement**

**Yes**      **No**

Are there procedures in your organization to ensure procurement at competitive prices?

Is there an effective system of authorization and approval in your organization for:

- a) Capital Equipment?
- b) Travel expenditures?

**Property Management**

**Yes**      **No**

Are detailed records of individual capital assets in your organization kept and periodically balanced with the general ledger accounts?

Are there effective procedures in your organization for authorizing payment and accounting for the disposal of property and equipment?

Are detailed property records in your organization periodically checked by physical inventory?

Briefly describe your organization's policies concerning capitalization and depreciation:

**Cost Transfers**

How does your organization ensure that all cost transfers performed are legitimate and appropriate?

**Indirect Costs/Fringe Benefits**

**Yes**      **No**

Does your organization have an indirect cost allocation plan or a negotiated indirect cost rate with the Federal government?

Does your organization have a negotiated fringe benefit agreement? If so, please provide copies of the most recent negotiated indirect cost rate and fringe benefits rate agreements. If none exist, please describe the process for determining that your organization charges indirect costs and fringe benefit expenses at its most favorable rates.

Yes      No

Does your 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 the URL for these documents.

**Cost Sharing**

How does your organization determine that it has met cost sharing goals?

**Compliance**

Yes      No

Does your organization have a formal policy of nondiscrimination and a formal system for complying with United States Federal civil rights requirements?

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?

If your organization enters into agreements for work or research to be performed outside of the United States, does it have systems in place to prevent and detect payments made to government officials to allow or procure work and research opportunities for or on behalf of your organization?

**Prior Experience**

What is your organization's experience with similar subawards or awarding agency?

What is your experience/collaboration/relationship with UMaine's PI?

**Documents provided:**

Indirect Cost Rate Agreement  
URL

Fringe Benefit Agreement  
URL

**Comments:**

Certification: I certify that the information provided herein is true and correct to the best of my knowledge.

Print Name and Title

Institution

Signature

Date