



Central Vermont Regional Planning Commission

Subcontractor Risk Assessment

Entity Name

Question	Yes	No
Does your organization maintain documentation to substantiate the value of in-kind contributions (match)?		
What type of accounting system does your organization use? <input type="checkbox"/> Manual <input type="checkbox"/> Electronic <input type="checkbox"/> Combination		
Does your organization maintain policies which include procedures for assuring compliance with the terms of the agreement?		
If yes, what are those procedures?		
Does your organization have an accounting system which completely and accurately tracks receipt and disbursements by funding source?		
Does your organization have a system in place to track staff time spent on various grants/projects, for those employees whose wages are allocated to more than one contract/grant?		
Does your organization have written Internal Control Policies, including Accounting, Fraud, or Financial Reporting that contain separation of duties?		
Does your organization have a written Personnel Policy (which includes travel reimbursement, benefits, employee conduct, etc.)?		
Does your organization have a Financial Director, Financial Manager, Treasurer or equivalent?		
If not, identify the name and position of the employee responsible for supervising the quality of accounting and financial reporting for your organization.		

Question	Yes	No
Does your organization regularly monitor budgeted versus actual expenditures to ensure that cost categories aren't over-spent or under-spent?		
Does your organization have written Procurement procedures indicating which individuals are authorized to initiate a purchase request, the flow of documents, and the required levels of approval?		
Does your organization have a Policy and Procedures Manual that is made available and accessible to all employees?		
Has your organization executed any grants, contracts, or Memorandum of Understanding with any other governmental or non-governmental agencies in the past three years?		
Has your organization had an audit completed in the past five years?		
Did your organization have one or more audit findings in its last audit regarding agreement non-compliance?		
Did your organization have one or more audit findings in its last audit regarding significant internal control deficiency?		
Has your organization implemented any new or substantially changed systems recently?		
If yes, describe the systems that have been implemented / changed.		
Does your organization have new compliance personnel?		
Has your organization experienced restructuring in the past three years?		

I hereby certify that to the best of my knowledge and belief, the information provided in response to the foregoing questions is true and accurate.

Chief Officer Signature	Chief Fiscal Officer Signature (if applicable)
Date	Date