

Self Monitoring Tool for Local Agency Evaluation – Financial Overview

1. Are accounting/fiscal staff, and/or CEO aware of cost principles circulars?	
2. Is fiscal staff familiar with internal recording keeping procedures and personnel policies?	
3. Is an equipment inventory maintained for items purchased with grant funds?	
4. How are disbursements made?	
5. What documentation supports disbursements made?	
6. Who is authorized to sign checks?	
7. Is there a written policy for purchasing goods or services?	
8. Are invoices reviewed before payment? By whom?	
9. Can information on financial reports submitted for reimbursement be traced back to the source document? (Select one month to review)	
10. How many signatures are required for payment approval?	
11. Are costs allocated between WIC and other programs properly charged?	
12. Are personnel costs and fringe benefits charged to the WIC Program appropriate?	
13. Are signed time sheets on file for WIC employees?	
14. Do staff members who work for other programs in addition to WIC clearly document their time?	
15. Are mileage expense sheets on file reflecting mileage used by the WIC Program?	
16. Is there an approved indirect cost rate on file?	
17. Are any items charged to indirect also charged as direct costs?	
18. Are all records maintained for 3 years plus closeout?	
19. Has a single agency audit of the WIC Program been completed? List any WIC-related findings.	

Agency: _____ Date: _____ Reviewer: _____