

Date:

Reviewer:

Agency:

ITCA WIC Program
Part G: Local Agency Financial Self-Assessment Tool

ITEM	✓	COMMENTS
Financial Audits		
Has the most recent audit been sent to ITCA? What was the year of the audit?		
Are audits being conducted yearly?		
Indirect Cost Agreement (skip this section if your agency does not charge Indirect costs)		
Is your Indirect Cost Agreement up to date? Indicate the year covered.		
Are any costs or services covered under the Indirect agreement being charged to WIC directly?		
Are indirect costs charged allowable?		
Budget		
Has a budget been provided to ITCA?		
Does the budget sent to ITCA match the budget entered into your financial system?		
Were budget modifications that were more than 10% of the total budget approved by ITCA?		
Is the WIC Program provided with a budget report reflecting year to date expenditures monthly?		
Financial Reporting		
Are monthly financial reports sent to ITCA within 30 days from the end of the report month?		
Is the annual expenditure report sent to ITCA by Nov 30 th ?		
Compare the expenditures reported for two of the previous months in the fiscal year to the expenditures reported. Are expenditures reported accurate?		
Review expenditures and documentation for salaries and travel for the most recent September and October time period. Were costs charged to the correct fiscal year?		
Accounting Records		
Review the expenditures for the previous two months. Are all expenditures allowable? (No uniforms, greeting cards, food (except as allowed), water, etc.)		
If staff work for more than one program are time cards maintained to report actual hours worked?		
Is a vehicle log maintained and does it include the information required in the state plan?		
Are fuel expenditures reasonable given the mileage on the vehicle log?		
Is the Financial Manual up to date and available for employees?		
Are the Semi-Annual Certification Forms completed for the most recent time period?		
Annual Time Study		
Is the Time Study completed by each staff person using an electronic file in Excel?		

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Is the Time Study completed on a monthly basis (or quarterly if applicable)?		
Does the time reported by staff for each functional area appropriate given the staff person's duties?		
Equipment Inventory		
Does the inventory include an item description, purchase date, purchase cost, serial and tag number, location, disposition and last date the inventory of the item was confirmed?		
Choose five items on the inventory and trace them to their location. Can all items be located?		
Are there any items that are not included on the inventory that are valued at greater than \$5000 or are computers or other electronic equipment such as televisions, cameras or DVD players?		
Is an inventory conducted every two years?		
Are all items on the inventory reasonable and necessary for providing WIC services?		
Is a written policy in place describing how equipment is disposed of?		
Are any other programs using equipment purchased by WIC?		
Subcontractors (only complete if the agency subcontracts for any services such as janitorial or nutrition services)		
Are contracts in place for all subcontractors?		
Are the civil rights requirements, lobbying, suspension and debarment requirements included in the contracts?		
Are invoices from contractors monitored and approved by WIC prior to payment being made?		
Are the costs reasonable?		