CVSSD requires applicants to self-assess for a variety of factors including financial capability or stability, quality of financial systems and management, history of past performance, and results of audits and/or reports. Other self-assessment tools are available[[1]](#footnote-1),[[2]](#footnote-2) should the applicant want to examine its own financial management practices further.

For each statement, the applicant selects one of three responses. When complete, the applicant submits the form to CVSSD with each application for funds. All CVSSD applications for funds are submitted in EGrants. CVSSD will review the applicant’s responses to the self-assessment as a part of its monitoring process described in [CVSSD’s grant monitoring policy](https://www.doj.state.or.us/wp-content/uploads/2024/02/CVSSD-Grant-Monitoring-Policy-.pdf).

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| --- |
| Name of organization: |
| Date of completion: |
| Names of individuals who completed this self-assessment: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Systems and Financial Planning** | **Unknown or Not Achieved**  *(Entity must implement this practice)* | **Partially Achieved** *(Entity needs to improve)* | **Fully Achieved**  *(Entity has sound practices)* |
| 1. We have a comprehensive annual budget which includes all sources and uses of funds for all aspects of operations. |  |  |  |
| 1. Our governing body and/or authorized official(s) has a detailed understanding of the annual budget and formally authorizes the annual budget and any revisions made thereafter. |  |  |  |
| 1. All grant or contract budget proposals are reviewed by fiscal and programmatic staff before submission to funders. |  |  |  |
| 1. Our governing body and/or authorized official(s) have a significant role in directing the use of unrestricted funds and participates in strategic financial planning. |  |  |  |
| 1. We consistently maintain an adequate level of cash reserves and have a cash reserve use policy. |  |  |  |
| 1. We maintain adequate cash flow to meet our expense obligations. |  |  |  |

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| **Financial Management Systems and Internal Controls** | **Unknown or**  **Not Achieved**  *(Entity must implement this practice)* | **Partially Achieved** *(Entity needs to improve)* | **Fully Achieved**  *(Entity has sound practices)* |
| 1. We have comprehensive written policies and procedures for fiscal operation (e.g., processing payroll, purchases, accounts payable, accounts receivable, grants management). |  |  |  |
| 1. Our actual financial activities are consistent with our written policies and procedures. These written policies and procedures are reviewed and revised regularly. |  |  |  |
| 1. We maintain separation of duties to the greatest extent possible within the limitation of our size. |  |  |  |
| 1. Individuals who perform authorizing functions (e.g., purchasing, signing checks, adjusting accounts, extending credit) DO NOT also perform recording functions (e.g., disbursements/receipts, cash handling, receiving/depositing checks, maintaining accounts receivable records). |  |  |  |
| 1. Individuals who reconcile bank statements to the record of cash receipts and disbursements DO NOT also prepare checks, receive funds, and prepare bank deposits, and/or record receipts. |  |  |  |
| 1. When individuals request reimbursement of expenses, they also provide documentation to support the request (e.g., receipts, mileage logs). Individuals who request reimbursement DO NOT authorize their own reimbursements. |  |  |  |
| 1. We have written procurement procedures and make procurements on a competitive basis. |  |  |  |
| 1. We have written purchasing policies and procedures for cash handling, endorsing checks, issuing receipts for cash transactions, and donations. |  |  |  |
| 1. We regularly conduct financial reviews through an independent auditor which are later reviewed by the authorized official(s) or governing body. |  |  |  |
| 1. We complete and submit accurate reports to the State of Oregon and IRS on-time and without extensions. |  |  |  |

| **Payroll and Timekeeping** | **Unknown or Not Achieved**  *(Entity must implement this practice)* | **Partially Achieved** *(Entity needs to improve)* | **Fully Achieved**  *(Entity has sound practices)* |
| --- | --- | --- | --- |
| 1. Our payroll policies and procedures are clearly documented and consistently followed. |  |  |  |
| 1. Our written timesheets are prepared by all employees, signed by the employee, and approved, in writing, by the employee’s direct supervisor. |  |  |  |
| 1. Our written timesheets allow for the employee to designate time worked on a specific project or grant award. |  |  |  |
| 1. We obtain and retain forms W-4 and I-9 for each employee. |  |  |  |
| 1. Our policies regarding overtime, vacation time, sick leave, holiday pay, and other leaves with or without pay are written clearly and reviewed regularly for compliance with state and federal law. |  |  |  |
| 1. Our fringe benefits plans and records are routinely reviewed, documented and in compliance with IRS and U.S. Department of Labor requirements, along with proper tax treatment for all benefits and compensation arrangements. |  |  |  |
| 1. Our governing body or authorized official(s) annually review executive compensation. |  |  |  |

| **Record keeping practices** | **Unknown or Not Achieved**  *(Entity must implement this practice)* | **Partially Achieved** *(Entity needs to improve)* | **Fully Achieved**  *(Entity has sound practices)* |
| --- | --- | --- | --- |
| 1. We account for federal funds separately. |  |  |  |
| 1. We designate, document and report on all restricted funds and assets. |  |  |  |
| 1. We record cost expenditures by budget cost category as approved. |  |  |  |
| 1. We record matching costs in the accounting system and account for matching costs on federal awards separately. |  |  |  |
| 1. We have a written chart of accounts that clearly establish how the programs are classified within functions and identify how the funding sources are tracked. |  |  |  |
| 1. We have clearly documented our accounting policies and recording procedures in our written fiscal policies and procedures for the organization/agency. |  |  |  |
| 1. We use an appropriate computer software and hardware to perform recording functions (e.g., QuickBooks). |  |  |  |
| 1. We maintain primary source documentation such as invoices, receipts, purchase orders, etc. and can provide that documentation when CVSSD asks us to verify our expenses. |  |  |  |
| 1. We have appropriate electronic and physical security procedures to protect the integrity of our computerized accounting records and to prevent unauthorized access and disclosure of accounting passwords and numbers. |  |  |  |
| 1. We back up our accounting records daily and accounting back up data is stored off-site each month. |  |  |  |
| 1. We reconcile all general ledger balance sheet accounts to subsidiary ledgers at least quarterly. |  |  |  |
| 1. We reconcile all cash, payroll liabilities and accounts receivable control accounts at least monthly. |  |  |  |
| 1. We record all property and equipment purchased into a written inventory document. We remove or dispose of items according to policy. |  |  |  |

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| **Risk Assessment and Insurance Coverage** | **Unknown or Not Achieved**  *(Entity must implement this practice)* | **Partially Achieved** *(Entity needs to improve)* | **Fully Achieved**  *(Entity has sound practices)* |
| 1. The fiscal planning process includes continuous assessment of risks and identification of insurance coverage needs and appropriate risk management procedures. |  |  |  |
| 1. Risk assessment includes general liability, professional liability, product liability, fire, theft, casualty, workers compensation/occupational safety, board and officer liability, vehicle operation, fraud and dishonest acts. |  |  |  |
| **Comments and Other Information (Optional)** | | | |
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1. Nonprofit Association of Oregon [Financial Management Self-Assessment Tool](https://www.councilofnonprofits.org/files/media/documents/2024/Nonprofit%20Financial%20Management%20Self-Assessment%20Tool%20%28NAO%29.pdf) [↑](#footnote-ref-1)
2. OVC Tribal Financial Management Center [Financial Management Self-Assessment Tool](https://www.ojp.gov/tfmc/resources/3_finmgmtsys_selfassessment_tool.01.pdf) [↑](#footnote-ref-2)