



NON-PROFIT AUDIT INQUIRY FORM

Your organization has been awarded a Federal subaward from the Colorado Department of Education (CDE). As a recipient of Federal funds, 2 C.F.R. 200.331(b)(1-4) requires CDE to perform an award risk-based assessment of your organization’s ability to perform its Federal subaward obligations. This assessment will occur annually and any necessary follow-up must be completed prior to issuing a Federal subaward. Therefore it is important that this questionnaire be completed, signed, and returned to CDE by **November 15, 2017**. Please contact Marti Rodriguez in the Grants Fiscal Office if you have questions (rodriguez_m@cde.state.co.us).

Basic Information

Name: _____

Legal Address: _____

DUNS Number: _____ EIN: _____

Website URL: _____ No. of Employees: _____ Full-time _____ Part-time _____

Registered in System for Award Management (SAM)? _____ YES _____ NO

Expiration date of SAM: _____

Does your organization have a negotiated Federal Facilities and Administrative (F&A)/Indirect Cost Rate (ICR)? _____ Yes _____ No
(Attach current rate agreement)

If yes, designated Federal Cognizant Agency: _____

Question 1	Yes	No
a. Is your organization subject to 2 CFR Part 200, Subpart F Single Audit (your program would have expended in excess of \$750,000 of federal fund) (formerly A-133)?		
b. If yes, has your Single Audit Report been uploaded to the Federal Audit Clearinghouse (FAC)? If your report has been uploaded to the FAC, please attach a copy to this questionnaire.		
c. What was the date of most your recently completed audit?		
d. What is the start of your Fiscal Year (Month/Day)		
Single Audit Contact		
Name		
Title		
Address		
E-mail		
Phone		
Date of most recently completed audit		
Start of Fiscal Year (Month/Day)		

Question 2	Yes	No
Are your organization’s annual financial statements audited by an independent outside auditing firm?		
Provide frequency:		
Question 3	Yes	No
Does your organization have a financial management system that provides records identifying the source and application of funds for Federal awards?		

Question 4	Yes	No
Does your organization's financial system provide for the control and accountability of Federal funds, property/equipment and other assets, including controls to prevent expenditures in excess of approved, budgeted amounts?		
Question 5	Yes	No
Are financial duties separated so that no one individual has complete authority over an entire financial transaction?		
Question 6	Yes	No
Are all Federal award disbursements, including payroll charges, properly documented with evidence of receipt of goods or performance of services that can be provided as backup with invoice submissions?		
Question 7	Yes	No
Does your organization engage in any lobbying or partisan political activity which is charged, directly or indirectly, to a Federally funded program?		
Question 8	Yes	No
Has your organization or any employees who may serve as key personnel on a Federal subaward from CDE ever been debarred, suspended or otherwise excluded from or found ineligible for participation in Federally supported programs or activities?		
Question 9	Yes	No
In the last 3 years, has your organization ever had a Federal award or subaward terminated or canceled "for cause" due to your organization's non-performance of its project obligations?		
Question 10		
Does your organization have policies and procedures that address (check all that apply):		
Pay rates and benefits		
Time and effort		
Payment Methods		
Purchasing/Procurement		
Equipment Inventory		
Cash Management		
Conflict of Interest		
Allowability of Costs		

I am an authorized business official of this organization, and by signing below certify that all of the foregoing responses on this Subrecipient Questionnaire are complete, true and accurate.

Date:

Name (Printed):

Title:

Signature:

Address:

Phone:

Email:

Submit completed forms to aei@cde.state.co.us