

DDRB Financial Review Procedures

Internal Pre-review:

- A. Consult with Executive Director, Finance Director, Program Director, and Administrative Assistant-Administration regarding additional issues to review/investigate during review (complete this early in review planning process to identify additional time or information needed from the agency).
- B. DDRB staff to review prior to or take to the review:
 - Agency application and contract details including history of one-time equipment purchased (annual/semi-annual reports)
 - Agency audit/audit summary report and management letters
 - Determine a sample billing period to review (need to take a program detail report from GP)
 - DDRB history with agency – any current/past issues or concerns – see prior agency reviews

Request the Agency have available at time of review:

- List of current and prior year board members
- Mission statement of the organization
- Current Strategic Plan
- Agency Financial Policies and Procedures
- Board Meeting minutes from 12 months prior to date of review
- Finance Committee Meeting minutes from 12 months prior to date of review
- Board meeting 'packets' or information given to the Board
- Competitive Bids/Quotes for one time equipment (if applicable)
- Financial Reports with DDRB programs separated out (budget, revenue, expenses)
- Determine billing month detail to be review
- Other: _____

(as determined during review planning process)

Agency Financial Review Results

If no, see comments

Board Governance	YES	NO
Board of Directors membership stable		
Are finance reports (budget to actual), annual audit and minutes <u>reviewed and approved</u> by the board and/or finance committee? How often?		
Do Agency Board approved budget numbers agree to amounts reported to DDRB?		
Are DDRB request for funds, agency annual budget (and revisions) reviewed and approved by the Board?		
Is Agency Board forecasting trends, needs or budget issues?		
Is Agency Board monitoring special or new programs?		
Agency Financial Stability		
Good financial policies and practices in place, when were policies implemented and how often reviewed?		
Are revenue streams adequate to manage cash flow/operations – assets greater than liabilities?		
Are there code of conduct policies related to finances?		
Policy on reserves? Is it followed?		
Investments being monitored?		
Employee benefit companies being paid? Timely?		
Is the agency a 501(c)3? Registered to do business in Missouri?		
Who ensures payroll taxes files/paid?		
Are insurance coverages reviewed regularly?		
Agency Fiscal Management		
Financial procedures being followed– evidence they are being followed?		
Internal controls in place? Segregation of duties?		
Who can sign checks?		
Are purchasing policy and authority to make purchases established?		
Who completes/approves bank recs? How often?		
Who in management is reviewing budget to actual monthly? Revenue streams monitored?		
Agency Planning		
Does the agency have a defined mission and strategic plan?		
How often is the mission and strategic plan reviewed?		
Are there financial goals in the plan?		
Agency and DDRB Contract for Services		
Review detail for DDRB billings (verify how agency tracks defined units of service provided to consumers or allocates expenses to the program).		
Do monthly program expenditures agree with billings to DDRB?		
Have competitive bids/quotes been obtained for DDRB one time equipment (when applicable)?		
Is equipment purchased with DDRB funds available to see?		
If agency serves other consumers in a DDRB funded program, what procedures ensure that the DDRB is not billed for ineligible consumers?		

Agency Financial Review Summary

Agency _____

Review Date _____

Board Governance Notes/Comments:

Financial Stability Notes/Comments:

Fiscal Management Notes/Comments

Agency Financial Review Summary

Agency _____

Review Date _____

Planning Notes/Comments

DDRB Contract for Services Notes/Comments:

Strengths/Best Practices Notes/Comments:
