

Self Assessment of Internal Control

Period of Availability

Agency _____

Fiscal Year Ending _____

<u>YES</u>	<u>N/A</u>	<u>NO</u>		
				A. Control Activities / Information and Communication
			1.	Do procurement control procedures prevent obligation or expenditure of Federal funds outside the availability period?
			2.	Is staff responsible for coding expenditures knowledgeable of grant cut-off dates?
			3.	Are unliquidated commitments cancelled or extensions obtained at the end of the period of availability?
			4.	Are program managers advised of impending cut-off dates and expenditures reviewed just before and after the cut-off date?
			5.	Is there periodic reporting of unliquidated balances to appropriate levels of management and follow-up pursued?
				B. Monitoring
			6.	Does management perform periodic review of expenditures before and after the grant cut-off date to ensure compliance with period of availability requirements?
			7.	Does management review budget and actual reports for the period?