

Division of Housing & Community Renewal
Fiscal Monitoring Checklist

Name of Company:	Date of Visit:
Contract #:	Shars#:
Preservation Company Representative:	Title:

Record Keeping

YES NO

- ___ ___ 1. Does the company maintain fiscal records to track expenditures of program funding?
- (a) If yes, ask company representative to describe records and methodology used to ensure accountability.
- _____
- _____
- _____
- (b) If no, recommend that the company needs to implement a process immediately. Report to DHCR Office of Internal Audit.
- ___ ___ 2. Does company receive funding from other sources?
- (a) If yes, ask company representative to describe allocation system used.
- _____
- _____
- _____
- ___ ___ 3. Has an agencywide audit been performed in the last two years?
- ___ ___ 4. Were there any findings documented?
- (a) If yes, note findings.
- _____
- _____
- _____
- (b) Attach copy of plan for corrective action, if necessary.

YES NO

- ___ ___ 5. Is the company paying for professional services or consultants with DHCR funds?
- ___ ___ (a) If yes, does each consultant and professional have a contract with the company?
- ___ ___ (b) If yes, are fees paid out according to the contract?
- ___ ___ 6. Are there formal, written Personnel Policies approved by the Board of Directors?
- ___ ___ 7. Are time and attendance records kept for each employee?
- ___ ___ (a) If yes, are these records approved by the employee and the employee's immediate supervisor?
- ___ ___ 8. Are all paid invoices from the past three months kept and available for review?

In accordance with Appendix A Sec. 14 of the NP/RPP Agreement:

- ___ ___ 9. Is the company current in paying Federal and State and Local taxes? (If not, notify Regional Director.)
- (a) Date Federal payroll taxes last paid _____
- (b) Dates State & Local payroll taxes last paid:
- _____ Site _____ Local
- ___ ___ 10. Is the company required to pay any property taxes for properties that they own or manage? (If not, notify Regional Director.)
- ___ ___ (a) If yes, are payments current?
- ___ ___ (b) If no, does company have an approved agreement with the municipality to repay taxes?
- _____
- _____
- _____

YES NO

In accordance with Appendix A1 Sec. 1 & 7 of the NPP/RPP Agreement:

___ ___

11. Has the company maintained required insurances?

(a) Fidelity Bond \$ _____ Exp date: _____

General Liability \$ _____ Exp date: _____

Fire/Hazard \$ _____ Exp date: _____

___ ___

(b) Is NYS DHCR named as additional insured on policies?

___ ___

(c) Does the policy provide that DHCR be given ~~at least~~ at least 30 days notice of cancellation?

Additional
Comments _____
