



Financial Status Statement Review Assessment Guide

Please answer all questions, and attach documentation to support your assertions. Acceptable documentation is listed for each question. **Please note the page in each document that supports your answer.** If you have any questions about questions on this form or how to document your answers, please request clarification by writing to SBDCrisk@sba.gov to receive a response by email or phone call.

Name of SBDC Network _____

I. SBDC Center Management Questions

1. Has there been turnover in the State Director position since center's last SBA financial examination?

Yes No

2. Is the current State Director permanent, i.e., not acting in the position?

Yes No

Documentation: _____
Acceptable Documents include: Annual Proposal/Key Personnel List, Current Vacancy List

3. Does the State Director have signatory authority for all expenditures incurred under the SBDC Program and is he/she the approving official?

Yes No

Documentation: _____
Acceptable Documents include: Signatory Authority Document AND Chart of Accounts identifying responsible official for each account

4. Does State Director oversee other Federal or state programs (i.e. Jobs Act, PTAC, Portability, etc.) by serving as their principle investigator?

Yes No

Documentation: _____
Acceptable Documents include: List of Programs and general ledger accounts supporting those programs

If Yes, Please list other programs below:

5. Does Lead Center have a dedicated financial manager/specialist? (Note: Dedicated means one person who is responsible for managing network expenses, this includes someone who may handle other programs as well, or who is employed by the host institution.)

Name of financial manger/specialist: _____

Yes

No

6. If yes, how long has this person been in this position?

Months/Years managing SBDC finances: _____

Documentation: _____

Acceptable Documents include: Annual Proposal/Key Personnel List, Position Description from host institution

7. Has there been any turnover or vacancy in key management positions (included on the key personnel list other than state director) at the lead center since last SBA Financial Examination?

Yes

No

Documentation: _____

Acceptable Documents include: Annual Proposal/Key Personnel List annotated to identify personnel new to positions in the past two years and Current Vacancy List

8. Has there been any change in accounting systems since the last review (this includes a total system replacement OR a version update that may positively or negatively impact the capability to retrieve financial information in order to track budget to actual expenditures for the SBDC) at the lead center/host institution or any of the service centers with program funding exceeding \$500K?

Yes

No

If yes, please describe:

	Name of System	Type of Change (Version Update or Total System Replacement)	Date Implemented
Current System			
Previous System			

9. Does your network claim indirect costs?

Yes No

Documentation: _____
Acceptable Documents include: Schedule of Indirect Costs, SF-425

10. Does your network claim in-kind contributions?

Yes No

Documentation: _____
Acceptable Documents include: SF-425

11. Does your network collect and use program income?

Yes No

Documentation: _____
Acceptable Documents include: SBA-2113

Annual Program Income Revenue: _____

12. Does your network have an established service centering monitoring approach and established annual schedule?

Yes No

Documentation: _____
Acceptable Documents include: Copy of service center monitoring process documentation incorporated in your standard operating procedure manuals, the annual review schedule, and review documentation showing reviews completed.

Service Center	Date of Last Oversight Review

II. Network Complexity Questions

13. What is the size of your SBDC network?

- 13.1 10 centers or fewer
- 13.2 11 to 20 centers
- 13.3 More than 20 centers

Documentation: _____

Acceptable Documents include: Sections from Proposal Narrative, Service Center Budget Justifications from Proposal, Notice of Award SBDC Center List

14. Did your network add or close centers since the last review?

Number Added	Number Closed
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Documentation: _____

Acceptable Documents include: Proposal, Service Center Close-out Reports, Notice of Award

15. What are the types of organizations in your network?

- 15.1 higher-learning institutions only
- 15.2 combination of higher learning, state, and nonprofit centers

Documentation: _____

Acceptable Documents include: Proposal, Notice of Award Network Center List

16. Other Federal Funding sources this Fiscal Year:

16.1 How many federal grants (include all SBA Grants) are under the control of the lead center received as recipient or sub-recipient?

16.2 Number of federal grants _____

Documentation: _____

Acceptable Documents include: Funding List

17. Program Revenue this Fiscal Year:

What is the amount of Federal, Cash Match, Indirect Match, In-kind Match, and Program Income Revenue applied to the program by the lead center and sub-recipients?

Amount: _____

Documentation: _____

Acceptable Documents include: SF-425, SBA 2113

III. External Audits and A 133 Findings - Internal Controls

18. Did your center undergo an external audit in the past fiscal year? (State auditors are considered to be internal auditors.)

Yes

No

If yes, please list:

Name of Auditor	Date Completed

Documentation: _____

Acceptable Documents include: Audit Report, Auditor's Letter on Internal Control over Financial Reporting and Internal Control over Compliance

19. Did your host institution have an A-133 Review for the last and prior fiscal years?

	Yes/No A-133 Review	Date Completed
Last Fiscal Year		
Prior Fiscal Year		

Documentation: _____

Acceptable Documents include: A-133 Report

20. Was the SBDC program separately reviewed during the A-133 audit?

Yes

No

Documentation: _____

page _____

Acceptable Documents include: A-133 Report

21. Date of the most recent A-133 review for each service center:

Service Center Name	Date Most Recent A-133 Audit Completed	Date of Most Recent External Audit (for centers not required to have A-133 audits)

22. List any Reportable Conditions or Material Weaknesses cited in the external audit reports. Also indicate whether the audit identified deficiencies in internal controls.

Lead Center or Service Center Name	Findings related to statement of internal controls or other reportable conditions or material weaknesses

Explanations:

Documentation: _____

page _____

Acceptable Documents include: A-133 report

IV. SBA Financial Review Past Findings

23. Did your network receive any recommendations on Service Center Monitoring Requirements?

Yes

No

If yes, please list:

Findings/Recommendations	Corrective Actions Taken	Date of Action

Documentation: _____ page _____
Acceptable Documents include: Please attach narrative status update on progress from your last SBA Financial Review, Response letter to the Project Officer Outlining Corrective Actions

24. Did your network have any repeat findings on the Financial Examinations Report?

Yes

No

Documentation: _____ page _____
Acceptable Documents include: OSBDC examination report

If yes, please list:

Findings/Recommendations	Corrective Actions Taken	Date of Action

28. Did your network receive any recommendations on the program income requirement of the Financial Examinations Report?

Yes

No

Documentation: _____ page _____

Acceptable Documents include: OSBDC examination report

If yes, please list:

Findings/Recommendations	Corrective Actions Taken	Date of Action

29. Are there service centers within your network that haven't received an on-site visit within the last two on-site review cycles?

Yes

No