SAVE FORM

SELF ASSESSMENT OF INTERNAL CONTROL

Form N-3

Compliance Requirement

Period of Availability of Federal Funds

Department of _____

Fiscal Year Ending _____ ☐ NA-_____

		Yes	No	N/A	Comments
	Control Objectives				
	To provide reasonable assurance that Federal funds are used only during the authorized period of availability.				
	Control Environment				
1	Management understands and is committed to complying with period of availability requirements.				
2	Entity's operations are such that it is unlikely there will be Federal funds remaining at the end of the period of availability.				
	Risk Assessment				
3	The budgetary process considers period of availability of Federal funds as to both obligation and disbursement.				
4	Identification and communication of period of availability cut-off requirements as to both obligation and disbursement.				
	Control Activities				
5	Accounting system prevents obligation or expenditure of Federal funds outside of the period of availability.				
6	Review of disbursements by person knowledgeable of period of availability of funds.				
7	End of grant period cut-offs are met by such mechanisms as advising program managers of impending cut-off dates and review of expenditures just before and after cut-off date.				
8	Cancellation of unliquidated commitments at the end of the period of availability.				
	Information and Communication				
9	Timely communication of period of availability requirements and expenditure deadlines to individuals responsible for program expenditure, including automated notifications of pending deadlines.				
10	Periodic reporting of unliquidated balances to appropriate levels of management and follow-up.				
	Monitoring				
11	Periodic review of expenditures before and after cut-off date to ensure compliance with period of availability requirements.				
12	Review by management of reports showing budget and actual for period.				