SAVE FORM

SELF ASSESSMENT OF INTERNAL CONTROL

Form N-10

Compliance Requirement

Matching, Level of Effort, Earmarking

Department of _____

Fiscal Year Ending _____ ☐ NA-_____

		Yes	No	N/A	Comments
	Control Objectives				
	To provide reasonable assurance that matching, level of effort, or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued.				
	Control Environment				
1	Commitment from management to meet matching, level of effort, and earmarking requirements (e.g., adequate budget resources to meet a specified matching requirement or maintain a required level of effort).				
2	Budgeting process addresses/provides adequate resources to meet matching, level of effort, or earmarking goals.				
3	Official written policy exists outlining: a. Responsibilities for determining required amounts or limits for matching, level of effort, or earmarking; b. Methods of valuing matching requirements, e.g., "in-kind" contributions of property and services, calculations of levels of effort; c. Allowable costs that may be claimed for matching, level of effort, or earmarking; and d. Methods of accounting for and documenting amounts used to calculate amounts claimed for matching, level of effort, or earmarking.				
	Risk Assessment				
4	Identification of areas where estimated values will be used for matching, level of effort, or earmarking.				
5	Management has sufficient understanding of the accounting system to identify potential recording problems.				
	Control Activities				
6	Evidence obtained such as a certification from the donor, or other procedures performed to identify whether matching contributions: a. Are from non-Federal sources; b. Involve Federal funding, directly or indirectly; and c. Were used for another federally-assisted program. Note: Generally, matching contributions must				

		Yes	No	N/A	Comments
	be from a non-Federal source and may not involve Federal funding or be used for another federally assisted program.				
7	Adequate review of monthly cost reports and adjusting entries.				
	Information and Communication				
8	Accounting system capable of: a. Separately accounting for data used to support matching, level of effort, or earmarking amounts or limits or calculations; b. Ensuring that expenditures or expenses, refunds, and cash receipts or revenues are properly classified and recorded only once as to their effect on matching, level of effort, or earmarking; and c. Documenting the value of "in-kind" contributions of property or services, including: 1) Basis for local labor market rates for valuing volunteer services. 2) Payroll records or confirmation from other organizations for services provided by their employees. 3) Quotes, published prices, or independent appraisals used as the basis for donated equipment, supplies, land, buildings, or use of space.				
	Monitoring				
9	Supervisory review of matching, level of effort, or earmarking activities performed to assess the accuracy and allowability of transactions and determinations, e.g., at the time reports on Federal awards are prepared.				