**Attachment B - Financial Review Form**

**As governed by** [**2 CFR 200.331(b)**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5c2969b6e50c4d9f170b788809c7639b&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1331)

Ramsey County is the recipient of a direct allocation of federal funds through the American Rescue Plan Act (ARPA). As a recipient of federal funds that makes Ramsey County what is called a “pass-through” entity and pass-through entities are required to have in place financial reviews, monitoring and reporting elements of sub-recipients. **By completing this financial review form this ensures that we are compliant with the ARPA and by answering these questions it does not impact whether a contract will be awarded or not**. However, dependent on the answers it may impact the types of technical assistance, monitoring and reporting that will need to be provided by the County.

Organization:

Date Completed:

1. Please describe your prior experience as a sub-recipient of federal funds through other agencies and whether you were a recipient of CARES funds from Ramsey County or other entity.
2. Did you expend more than $750,000 total federal dollars in prior fiscal years. Yes  No   
   If yes, attach a copy of single audit performed per (2 CFR 200.501).
3. Have you had an audit from a governing grant agency?

Yes  No   
If yes, attach a copy of the audit report

1. Have you received a monitoring visit (desk review or on-site) from a governing grant agency?

Yes  No   
If yes, attach a copy of the monitoring visit report. If it was from Ramsey County, you do not need to attach a copy but can reference the timeline when the monitoring visit was completed.

1. Do you have written policies and procedures for the following business practices?
2. Accounting Yes  No
3. Purchasing Yes  No
4. Payroll Yes  No
5. Cash Yes  No
6. Which of the following best describes your accounting system? Manual  Automated  Combination
7. Do you have multiple grants awards? Yes  No 
   1. Does the accounting system identify the receipts and expenditures of program funds separately for each award? Yes  No
   2. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget? Yes  No
8. If grant funds are mixed with other funds, can the grant expenses be easily identified?   
   Yes  No  Not mixed

**Certification**

I certify that the above information is complete and correct to the best of my knowledge and that I am authorized to submit this financial review on behalf of the organization.

Print authorized representative name:       Title:

Authorized signature:

Date (mm/dd/yyyy):