**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):