

**PRINCETON UNIVERSITY  
OFFICE OF RESEARCH AND PROJECT ADMINISTRATION**

**Financial Status Questionnaire For:** \_\_\_\_\_  
Organization/Company Name

General Information

- Y N 1. Does your organization have its financial statements reviewed by an independent public accounting firm? **(Please enclose a copy the most recent financial statements for your organization, audited or unaudited.)**
- Y N 2. Are duties separated so that no one individual has complete authority over an entire financial transaction?
- Y N 3. Does your organization have controls to prevent expenditure of funds in excess of approved, budgeted amounts?
- Y N 4. Other than financial statements, has any aspect of your organization's activities been audited within the last two years by a governmental agency or independent public accountant? Explain. **(Please provide a copy of any recent external audit report.)**

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Cash Management

- Y N 1. Are all disbursements properly documented with evidence of receipt of goods or performance of services?
- Y N 2. Are all bank accounts reconciled monthly?

Payroll

- Y N 1. Are payroll charges checked against program budgets?
2. What system does your organization use to control paid time, especially time charged to sponsored agreements?

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Procurement

- Y N 1. Are there procedures to ensure procurement at competitive prices?
2. Is there an effective system of authorization and approval of:
- Y N a) capital equipment expenditures?
- Y N b) travel expenditures?

Property Management

- Y N 1. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts?
- Y N 2. Are there effective procedures for authorizing and accounting for the disposal of property and equipment?
- Y N 3. Are detailed property records periodically checked by physical inventory?
4. Briefly describe the organization's policies concerning capitalization and depreciation.

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Cost Transfers

1. How does the organization ensure that all cost transfers are legitimate and appropriate?

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Indirect Costs

- Y N 1. Does the organization have an indirect cost allocation plan or a negotiated indirect cost rate? Explain. **(Please provide a copy of any negotiated indirect cost rate agreement.)**

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Indirect Costs (Continued)

- Y    N    2. Does the organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges to all grants, contracts and cooperative agreements? Explain.

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Cost Sharing

1. How does the organization determine that it has met cost sharing goals?

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Compliance

- Y    N    1. Does your organization have a formal policy of nondiscrimination and a formal system for complying with Federal civil rights requirements?
- Y    N    2. Does your organization have a cash forecasting process which will minimize the time elapsed between the drawing down of funds and the disbursement of those funds?
- Y    N    3. **Please provide a list of recent grants, contracts or cooperative agreements your organization has received from Princeton University.**

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Attachments

- Y    N    Recent Financial Statements External Review or Audit Report
- Y    N    Financial Statements, Audited or Unaudited
- Y    N    Indirect Cost Rate Agreement
- Y    N    List of Awards from Princeton

**Signature of Authorized Official:**

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