



Contractor Financial Background Questionnaire

The purpose of this questionnaire is to gather information about the financial viability of your firm, and the systems in place to maintain accurate records and avoid fraud.

Has your firm ever had a Federal Single Audit performed? Single audits are only required of firms expending \$750,000 or more in federal funds in their fiscal year. Yes No

Has your firm had an audit performed within the last three years? Yes No

If Yes, were there any findings? Yes No

If yes, please describe any findings during the audit(s), and steps taken to correct them.

Are policies and procedures in place to track and verify staff hours and expenses? Yes No

Is your accounting system manual or automated? Manual Auto

Please attach a balance sheet and an income statement for your most recently completed financial period.

If desired, please use this space to provide further explanation about any of the questions above. You may also include any comments about the financial health and stability of your firm that we did not address above.