Question	Yes	No	Partial	N/A	Document Required	Comments/ Explanation
Instructions: This Funded Organization Self-Assessment Questionnaire has been developed as an opportunity for your organization to review its financial management practices, policies, risks and controls in several key areas. This questionnaire should be completed by management, staff, and Board members as appropriate. Please complete the comments where possible, and particularly to explain partial answers or to explain why a question is not applicable to your organization. The completed questionnaire should be signed and dated by the organization's Executive Director and Board Chair and referred to by your organization for strategic planning and budgeting purposes.						
Organization Name:						
Nature of Operations:						
Executive Director	**Print Name:**		**Signature:**			
Board Chair	**Print Name:**		**Signature:**			
BOARD GOVERNANCE						
1 Does the Board have the following formal documents:						
a) By-laws					*X*	
b) Minutes					*X*	
c) Board Policy Manual					*X*	

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2	Are there any direct or indirect material relationships between the Board members and management of the company, and in particular, a) Are any Board members former employees or officers of the organization?						
	b) Do any Board members have immediate family members who are former or current officers of the organization?						
3	What is the composition of the Board with respect to skills, abilities, etc?						
	a) Do any Board members have a financial background or financial expertise? If so, please specify.						
4	Do new Board members receive orientation on Board roles and responsibilities, Board policies and processes, organization programs, objectives, and regulatory requirements?						
5	Does the Board meet regularly, i.e. monthly, quarterly, annually, other? If so, please specify.						
6	Are financial and program results reported to the Board for oversight?						
7	Does the Board and/or Finance Committee receive the annual audited financial statements and management letter from the external auditor, and are they received on a timely basis?						

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PLANNING							
8	Does the organization conduct annual planning for: a) Strategic Plans? e.g. 1, 3 year or 5 year					*X*	
	b) Operating Plans? e.g. 1 or 2 year					*X*	
	c) Budgets?					*X*	
	d) Do aspects of the Strategic and Operational plans align with Manitoba government financial and program priorities and objectives?						
	e) Does the Budget align with the organization's Operating and Strategic plans?						
	f) Were the current Budget, Strategic and Operating Plans reviewed and approved by the Board?						
	g) Are the Budget, Strategic and Operating Plans communicated to management and staff?						
9	Does the Board review significant risks affecting the organization, and approve risk management strategies? If so,						

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	a) Does the review of significant risks and risk management strategies specifically include fraud risks?						
	b) Does the Board receive fraud training and is the Board aware of fraud developments related to the organization's line of business?						
POLICIES AND PROCEDURES							
10	Does the organization have policies and procedures for staff on: a) Finance and administration?						
	i. Revenues and Banking – deposits, bank reconciliation, cash, approvals, etc.					*X*	
	ii. Expenditures – document retention, approvals, cheque signing, etc.					*X*	
	iii. Expense Account/Travel – approvals, allowable expenses, supporting documentation, etc.					*X*	
	iv. Asset policy – purchases, disposals, write-offs, etc.					*X*	
	v. Budgeting Process – goals, approvals, timing, monitoring, etc.					*X*	

	Question	Yes	No	Partial	N/A	Document Required	Comments/ Explanation
	b) Conflict of Interest?					*X*	
	i. Are management and the Board informed of all conflicts?						
	c) Respectful Workplace?					*X*	
	d) Privacy and Security of Sensitive Information, including confidentiality and records management?					*X*	
	e) Business Continuity/Disaster Recovery planning?					*X*	
11	Are policies and procedures accessible to staff, management, and the Board?						
12	Is there a schedule or process in place to ensure policies and procedures are up to date?						
MANAGEMENT AND STAFF							
13	Are position/job descriptions maintained for staff in the organization with clearly defined roles and responsibilities?						
14	Are performance reviews regularly conducted for the board, management and staff?						
15	Is staff attendance tracked, reported and approved by management, including absences, over-time, leaves, etc.?						

	Question	Yes	No	Partial	N/A	Document Required	Comments/ Explanation
FINANCIAL ACCOUNTABILITY							
16	Are responsibilities for financial approvals clearly assigned (by position to management, staff and the Board) and documented in a chart or list? e.g. expenses, invoices, contracts, payroll, etc. If so, please provide a copy.					*X*	
17	Does the organization have appropriate separation of responsibilities, and in particular, are:						
	a) Authorizing and recording of payments functions assigned to different individuals?						
	b) Processing and approval functions assigned to different individuals?						
	c) Approvals performed by senior individuals?						
18	Who approves Board, Executive Director/ CEO, and Management expenditures?						
19	Who approves extraordinary expenditures (beyond approved budget) or significant contracts?						

	Question	Yes	No	Partial	N/A	Document Required	Comments/ Explanation
20	Does the organization have contracts with other companies related to the delivery of services that are paid from the funds provided by the Manitoba government? If so,						
	a) Are contracts supported by adequate business justification and proper procurement practices?						
	b) If tendering is not used, is appropriate justification provided?						
MONITORING AND REPORTING							
21	Does the organization receive funding from multiple sources such as other levels of government, other Manitoba government departments, or other parties? If yes, a) Please specify funding partners.						
	b) Do the organization's financial reporting and financial statements clearly identify and delineate funding sources?						
	c) Does the organization's internal and financial program reporting clearly segregate by funding source?						

Question		Yes	No	Partial	N/A	Document Required	Comments/ Explanation
22	Is regular monthly or quarterly financial reporting (which specifies actual expenditures compared to budget) provided to: a) Management?					*X*	
	b) Board?					*X*	
	c) Manitoba government? Please provide some examples of the types of reports that are prepared.					*X*	
23	Are the regular monthly or quarterly financial reports approved by senior management and the Board?						
24	Are variances to budget/plan explained?						
25	Do management and the Board receive information and follow-up on corrective action for major variances?						
26	Who reviews and approves changes to the budget?						
27	Is progress towards measures/outcomes reviewed regularly against Strategic and Operational plans, and financial reports by: a) Management?						
	b) Board?						
	c) Manitoba government?						

Question		Yes	No	Partial	N/A	Document Required	Comments/ Explanation
28	Are the bank reconciliations reviewed and approved monthly?						
29	Does the organization use corporate credit cards for travel or other expenditures?						
30	Is the use of corporate credit cards restricted to corporate expenditures?						
EVALUATION AND QUALITY ASSURANCE							
31	Are annual financial statements externally audited?						
32	Have Management letters from the external auditor identified any significant issues?						
33	Has the organization been made aware of any actual or potential fraud occurrences?						
34	Are periodic internal reviews performed to assess: a) Program effectiveness (within the context of the Manitoba government requirements)?						
	b) Policy and procedure effectiveness?						
	c) Internal control effectiveness?						
	d) Board effectiveness?						
	e) Management effectiveness?						