

CITY OF KANSAS CITY, MISSOURI
EVALUATION OF AGENCY FINANCIAL CONDITION AND GOVERNANCE PRACTICES

1. Corporation /Agency Name: _____

2. Financial Statements:

Circle the type of Auditor’s Report most recently issued:

- Unqualified (Financial Statements **DO** present fairly)
- Qualified (See CPA’s explanation of qualification)
- Adverse (Financial Statements **DO NOT** present fairly)
- Disclaimer (See CPA’s explanation)

		Immediately Proceeding Prior Yr.	Previous Year
3	Fiscal Years Ended		
4	Internal control over financial reporting – Provide the number of:		
A	Material weaknesses identified		
B	Significant deficiencies (not considered to be material weaknesses)		
C	Deficiencies and noncompliance issues mentioned		
5	Federal Awards (A-133) – IF A-133 required, provide the number of:		
A	Material weaknesses identified		
B	Significant deficiencies (not considered to be material weaknesses)		
6	Type of audit report issued on compliance for major programs		
7	Are any audit findings disclosed that are required to be reported per Sec. 510(a) of Circular A-133? Indicate Yes or No		
8	Is the Corporation/Agency qualified as a low Risk Auditee? Indicate Yes or No		
9	Name of the audit firm issuing the Audit Report? _____ If the audit firm changed, attach a 1 page explanation of why change was made.		
10	What was the total cost of your audit?		
11	What percent of your agency’s total revenue is funds received from City of KCMO?		
12	How many suggested improvements were made by the audit firm?		
<i>Sarbanes-Oxley legislation made changes that are being recognized as industry “best practices” for reporting financial information. The City encourages application of these “best practices” concepts to agencies making application for City funding and some of the questions below come from those concepts.</i>			
13	How many of the last 10 years has this audit firm been the entity’s auditor?		
14	When did the entity most recently begin using this audit firm as their auditor?		
	What was the CPA’s name who signed the most recent financial statement audit report? _____		
15	What was the issuance date of this audit firm’s peer review and what period did it cover?	Issue Date _____	Period Covered _____
16	What was the opinion on your audit firm’s last peer review? Audit firm may attach 1 page comment. Indicate whether comment attached.		___Yes ___No
17	Attach a copy of your entity’s most recent Code of Ethics and Conflict of Interest statements.		
18	Has the entity, any Board member, officer, or employee ever been on any Federal, State or local debarment (or similar) list? If yes, attach 1 page explanation including all relevant facts and names.		___Yes ___No
19	Did the CEO and CFO attach a letter regarding their attestation to the accuracy of the financial statements and their footnotes? Indicate Yes or No.		___Yes ___No
20	What are the members of the agency’s consolidated family of companies (if any)?	For Profit	Not for Profit
#1			
#2			
#3			

21	What committees does the Board have and how often did each meet?	# of Official Meetings Held	
	Committee Name	Immediately Proceeding Prior Yr.	Previous Year
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
22	How many official Board meetings were held and documented during these years?		

(Use Committee #s from Above)

Board Members	Name	Employee of Agency? Y/N	Chair of What Committees	Member of What Committees	Financial Expert Y/N (see note)
Chair					
Vice Chair					
Member – Sec.					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
President					
Vice President					
Exec. Director					
Asst. Director					
CFO					
Treasurer					
Controller					

Note: Financial experts will be individuals who have financial expertise through education and experience as a public accountant or auditor or a principal financial officer, comptroller, or principal accounting officer of an issuer of audited financial statements.

		Immediately Proceeding Prior Yr.	Previous Year
23	Did each Board member individually review and become familiar with the details of their Form 990 Tax Return BEFORE it was filed with the IRS?		
24	Have any Board members ever plead guilty, no contest, or been found guilty of a felony (including any form of plea bargaining)?		
25	Have any employees in management or those handling cash, revenue, accounting or other Key Employees at the agency ever plead guilty, no contest or been found guilty of a felony (including any form of plea bargaining)?		
26	Within the last 2 fiscal years, did the agency change (restate or revise) its method of accounting or reporting data requested on IRS Form 990? If Yes, attach a 1 page explanation.		
27	Did the agency make a change in its activities, objectives, goals or services or methods of providing them during the last 2 fiscal years? If Yes, attach a 1 page explanation.		

28	Do your Financial Statements (Including Notes) or other entity records refer to any of the following? If so, attach a full explanation (limit of 1 page per question).	Immediately Proceeding Prior Yr.	Previous Year
A	Related Party Transaction?		
B	Unresolved litigation or contingent liability?		
C	The entity's ability to continue as a Going Concern?		
D	Disagreements between the entity and its auditor? (Significant disagreements are those that could be material to the statements.)		
E	Any fines or penalties paid or owed?		
F	Any taxes that are not paid or were paid late (local, state or Federal)?		
G	Any tax returns that were not filed or filed late?		
H	Any event subsequent to the date of your auditor's report that negatively impacts the financial strength or governance of the agency?		
I	Has any government body examined your entity and/or found errors or proposed adjustments in the last 2 years?		
J	Have any recipients of products or services paid for with City funding been related to any Board member, employee, contractors, etc.		
K	Are any Board members, employees, contractors, etc. related to or dependant on any other Board member, employee or contractor in the 1 st or 2 nd degree?		
L	Are ANY expenditures paid for with City funding subject to ANY reimbursement from another source?		
29	Within the last 2 years, has the entity failed to achieve any goals or objectives established by the City's Housing and Community Development Department?		
30	Attach copies of the portions of the entity's most recent IRS Form 990 that show the following: <ul style="list-style-type: none"> A. Summary (page 1) B. Compensation of Officers, Directors, Trustees, Key Employees, etc. (Part VII) C. Statements of Revenue (Part VIII) 		

31. Do you have any concerns or questions about the fairness/consistency in this process? If so, document any anomaly or unfairness your agency has experienced in this selection process here.

I have prepared or completely reviewed this form and believe it to be true, accurate and complete in all material aspects and I take responsibility for its contents.

Date: _____