



NATIONAL SCIENCE FOUNDATION
OFFICE OF BUDGET, FINANCE AND AWARD MANAGEMENT
FINANCIAL MANAGEMENT SYSTEMS QUESTIONNAIRE

Section A: PURPOSE

The financial responsibility of ALL NSF grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems (at a minimum) should meet the following criteria as outlined in 2 CFR §200, Subpart D – Post Award Requirements and Standards for Financial and Program Management:

- (1) Identification of all Federal awards received and expended and the Federal programs under which they were received;
- (2) Accurate, current and complete disclosure of the financial results of each Federal award (per 2 CFR §§200.327 and 200.328);
- (3) Records that identify adequately the source and application of funds for federally-funded activities;
- (4) Effective control over, and accountability for, all funds, property, and other assets;
- (5) Comparison of expenditures with budget amounts for each Federal award;
- (6) Written procedures to minimize the time elapsing between drawdown of funds and the use of those funds for program purposes (2 CFR §200.305);
- (7) Written procedures for determining the reasonableness, allocability, and allowability of costs; and
- (8) Maintenance of adequate documentation to support cost-sharing (must meet the criteria established in 2 CFR §200.306).

Section B: GENERAL

Legal Name of Organization: Northcentral Technical College District

Street Address: 1000 West Campus Drive

City: Wausau

State: WI

Zip Code: 54401-1899

Representative Name: Dr. Vicki S. Jeppesen

Phone: (715) 803-1776

Title: Vice President of College Advancement

Email: jeppesen@ntc.edu

Month/Year Established: 3/1912

Number of Employees: Full Time: 349 Part Time: 81

Brief Description of Organization's Service or Product: NTC is a customer-focused, accessible provider of innovative lifelong learning that builds a globally competitive workforce. The College's 5,900 square mile, 10-county District includes six convenient campus locations in Wausau, Antigo, Medford, Phillips, Spencer, and Wittenberg. The College annually serves nearly 30,000 learners with over 185 accessible and flexible program and certificate options, including Virtual College.

Type of Organization (select all that apply):

(if For-Profit, check appropriate boxes):

- | | | |
|---|---|--|
| <input type="checkbox"/> State/Local Government or Agency | <input checked="" type="checkbox"/> Educational Institution | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Indian or Tribal Government | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Minority Business |
| <input type="checkbox"/> Hospital/Health Care Facility | <input type="checkbox"/> For-Profit (Commercial) | <input type="checkbox"/> Other (please specify): |

If you are an educational institution, please list your accrediting body: Higher Learning Commission

Section C: AUDIT HISTORY and INTERNAL CONTROLS

1. Did your organization spend more than \$750,000 in federal grant funds last fiscal year? ☒ Yes ☐ No

a. If yes, was an audit performed in accordance with 2 CFR §200, Subpart F – Audit Requirements? ☒ Yes ☐ No

b. Audit Date (MM/YYYY): 09/2016

c. Name of Auditing Firm: Wipfli, LLP

d. Were any of the following conditions reported? If so, please explain (additional space for response is provided in Section J, if necessary):

☐ Audit Findings ☐ Qualified Opinion ☐ Material Weakness ☐ Significant Deficiency ☐ Material Noncompliance

2. Are the organization's operating policies and procedures clearly written and communicated to all employees? ☒ Yes ☐ No

3. Does the organization maintain procedures to ensure the physical security of equipment, inventories, cash and other assets? ☒ Yes ☐ No

4. Does the organization's structure provide an adequate segregation of duties in regards to:

- | | | |
|--|---|-----------------------------|
| (a) Posting and approval of journal entries (including correcting entries) to the accounting system? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Cash management, including cash drawdowns and requests for reimbursement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Review and approval of expenditures and procurements? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Review and approval of financial, performance and other required reports? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

5. Does the organization perform periodic internal evaluations and reviews of its policies and procedures to ensure that controls are providing sufficient safeguards and effective oversight? ☒ Yes ☐ No

Section D: FINANCIAL STATEMENTS	
1. Does your organization maintain audited financial statements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. If yes, when was the last financial statement audit conducted? (MM/YYYY): 09/2016	a. Fiscal Year Ending: 06/30/2016
b. Name of Auditing Firm: Wipfli, LLP	c. Qualified Opinion? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d. If a qualified opinion was given, please explain (additional space for response is provided in Section J, if necessary):	
e. If audited financial statements are not maintained, are unaudited statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Please provide audited financial statements for the organization's two most recent accounting years. In the absence of audited financial statements, please submit unaudited financial statements, along with Federal tax returns for the two most recent accounting years.	

Section E: ACCOUNTING SYSTEM	
1. Does the system use a cash-based or an accrual-based method of accounting? <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	
2. What books of account are maintained (select all that apply): <input checked="" type="checkbox"/> General Ledger <input checked="" type="checkbox"/> Project Cost Ledger <input checked="" type="checkbox"/> Cash Disbursement Journal <input checked="" type="checkbox"/> Cash Receipts Journal <input checked="" type="checkbox"/> Payroll Journal	
3. If the organization proposes an indirect or overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
4. Does the accounting system identify the receipt and expenditure of funds separately for each grant or contract? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does the accounting system record grant and/or contract costs according to the line-item categories in the approved proposal budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. If your program requires cost sharing/matching, does the accounting system record and properly document all cost shares/matches? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
7. Does the accounting system record participant support costs as a separate cost category? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: (a) Total funds available for a grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Are appropriate personnel familiar with 2 CFR §200, Subpart E – Cost Principles and able to determine whether costs in connection with Federal grants/contracts can be considered allocable, allowable, reasonable and necessary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Attach a sample and provide a brief description of the accounting system in place at your organization. Please also describe how the system segregates grant/contract expenditures from organizational expenditures. Additional space for response is provided in Section J, if necessary: <p>The accounting system in place is based upon the Uniform Financial Fund System that all WI Technical Colleges adhere to. The manual describes in detail each account, fund, department, class, and location. If it is a special project or grant, it is also given a project number, which is used to record all revenue and expenses incurred. This keeps them separated from the College's normal operating budget.</p>	


Section F: FUNDS MANAGEMENT	
1. Is a separate bank account maintained for Federal grant/contract funds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. If a separate bank account is not maintained, can the Federal grant/contract funds and related expenses be readily identified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does your organization have procedures in place to minimize the time elapsing between the transfer of funds to your organization by a Federal agency and your organization's expenditure of such funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Section G: PURCHASING SYSTEM	
1. Does the organization maintain asset inventory records? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Does the organization have policies relating to buy/lease analysis and competitive purchases over \$150,000? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. What is the dollar threshold for the capitalization of equipment? \$ 5,000.00	

Section H: DOCUMENTATION OF PERSONNEL EXPENSES		
1. Does the organization maintain a system of internal controls to ensure that personnel costs incurred to Federal awards are accurate, allowable, and represents the actual work performed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the organization maintain records that accurately reflect the work performed by each employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2a. If yes, are these records incorporated and maintained as part of the organization's official records?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does the organization maintain records that reflect the TOTAL activity for which the employee is compensated (100%)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does the organization maintain records that allow employee effort to be reported to multiple funding sources?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>5. Provide a brief description of the entity's methodology for documenting personnel expenses incurred under Federal awards. If the organization maintains formal, written policies for the documentation of personnel expenses, provide a copy of these policies. Please also provide a sample of the record(s) the organization intends to use for documenting personnel expenses charged to Federal awards. Additional space for response is provided in Section J, if necessary:</p> <p>NTC requires all staff, faculty, and student workers who have committed effort to a grant or sponsored project, in part or full, to complete and certify a monthly Time and Effort Report. These reports will reflect an after-the-fact reporting of the percentage of distribution of activity of NTC personnel involved in federally sponsored projects. Certified Time and Effort Reports, as well as any relevant backup documentation, will be maintained and archived by the Finance and College Advancement departments.</p>		

Section I: INDIRECT COST RATE	
1. Does your organization hold a formally negotiated indirect cost rate agreement with any Federal agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
a. If yes, which agency? Department of Health and Human Services	b. Date of Agreement: 06/20/2014
<p>2. If you are requesting indirect costs in your NSF proposal budget, attach a copy of your most current rate agreement. If you do not hold a formally negotiated indirect cost rate and are requesting indirect costs in excess of the "de minimis" rate of 10% of modified total direct costs, please refer to the NSF Indirect Cost Rate Proposal Submission Procedures at: http://www.nsf.gov/bfa/dias/caar/docs/idcsubmissions.pdf.</p>	

Section J: ADDITIONAL INFORMATION	
<p>Use this space for any additional information (please indicate section if a continuation of a response). Additional sheets may be attached if necessary.</p>	

Section K: APPLICANT CERTIFICATION	
<p>I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete to the best of my knowledge. I understand that the willful provision of false information or concealing a material fact in this representation is a criminal offense under Title 18 U.S.C. Section 1001, False Statements, as well as Title 18 U.S.C. Section 287, False Claims, and may be punishable by fine and/or imprisonment under applicable law.</p>	
Prepared by (Name, please print): Sara Melk	Title: College Advancement Accountant
Signature: 	Date: 01/12/2017