

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County Between \$10,000 and \$24,999

Contractor Name: Collin County

Fiscal Year: 2013

Contract Number: 239 39923
CHILD WELFARE

Please refer to instructions at end of this questionnaire.

SECTION I: FINANCIAL POSITION

(This section should be answered about your organization as a whole.)

1.	Please indicate the accounting system (e.g., accrual, cash, or modified accrual). <u>modified accrual</u>	
2.	Does your organization complete yearly financial statements (e.g., Balance Sheet, Income Statement, Cash Flow)? If yes: a. Please list the name(s) of the person(s) responsible for preparing the annual financial statement(s): <u>Jeff May, County Auditor</u> b. Please attach a copy of your most current statements and mark as ATTACHMENT# I-2. If no, please provide any manual or automated information maintained regarding your current financial position (e.g., assets versus liabilities) as ATTACHMENT #I-2.	☒ Yes ☐ No
3.	Are your accounting and financial system operations audited at regular intervals by an independent auditor (Certified Public Accountant)? Note that this is not referring to compliance monitoring performed by State Contract Managers. If yes: a. Please attach an original, bound audit report and management letter (if applicable) as provided by the independent auditor. Mark as ATTACHMENT #I-3. b. Please indicate the frequency with which your accounting records are audited by an independent auditor. <u>Annually</u> c. Please describe how independent audit results are shared with the governing body of your organization. <u>Posted on Commissioners Court</u>	☒ Yes ☐ No

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SECTION II: INTERNAL CONTROLS

II. A. GENERAL/ACCOUNTING CONTROLS

(This section should be answered about your organization as a whole. When a question mentions "contracts," it is referring to any contract or grant you administer with funding received through DFPS or any other state or federal agency.)

1.	Has the county submitted a cost allocation plan to DFPS for review? <i>If no, please provide a description of your allocation process as ATTACHMENT #II-1.</i>	☒ Yes ☐ No ☐ N/A																														
2.	Please attach a list of all of your contracts with state agencies, including DFPS. For each contract, include: state agency name, type of service provided, contract number, dollar amount, and payment method (e.g. cost reimbursement, fee for service). Mark as ATTACHMENT #II-2 .																															
3.	Does your organization maintain a separate ledger account for: a. Deposits for each source of funds? b. Disbursement of each source of funds? Please provide a copy of your chart of accounts, and a description of how your accounting system identifies contract revenues and expenditures separately, as ATTACHMENT #II-3 .	☒ Yes ☐ No ☒ Yes ☐ No																														
4.	Do all purchases require approval from an authorized individual in the requesting department?	☒ Yes ☐ No																														
5.	Indicate the name and title of individual(s) authorized to: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 16.6%;">SIGN CHECKS OR AUTHORIZE PAYMENTS</th> <th style="width: 16.6%;">APPROVE PURCHASES (INCLUDING ON-LINE AND CREDIT CARD)</th> <th style="width: 16.6%;">PREPARE PAYMENTS (CHECKS AND ELECTRONIC FUND TRANSFERS)</th> <th style="width: 16.6%;">RECONCILE ACCOUNTS (INTERNAL ACCOUNTS TO BANK RECORDS)</th> <th style="width: 16.6%;">CONTROL INVENTORY</th> <th style="width: 16.6%;">RECEIVE CASH</th> </tr> </thead> <tbody> <tr> <td>Name: <u>JEFF MAY</u></td> <td>Name: <u>PURCHASING DEPT.</u></td> <td>Name: <u>AP DEPT</u></td> <td>Name: <u>TREASURY</u></td> <td>Name: <u>PURCHASING DEPT</u></td> <td>Name: <u>TREASURY</u></td> </tr> <tr> <td>Title: <u>COUNTY AUDITOR</u></td> <td>Title: _____</td> <td>Title: _____</td> <td>Title: _____</td> <td>Title: _____</td> <td>Title: _____</td> </tr> <tr> <td>Name: <u>STALEY KEDIP</u></td> <td>Name: _____</td> <td>Name: _____</td> <td>Name: _____</td> <td>Name: _____</td> <td>Name: _____</td> </tr> <tr> <td>Title: <u>COUNTY CLERK</u></td> <td>Title: _____</td> <td>Title: _____</td> <td>Title: _____</td> <td>Title: _____</td> <td>Title: _____</td> </tr> </tbody> </table>		SIGN CHECKS OR AUTHORIZE PAYMENTS	APPROVE PURCHASES (INCLUDING ON-LINE AND CREDIT CARD)	PREPARE PAYMENTS (CHECKS AND ELECTRONIC FUND TRANSFERS)	RECONCILE ACCOUNTS (INTERNAL ACCOUNTS TO BANK RECORDS)	CONTROL INVENTORY	RECEIVE CASH	Name: <u>JEFF MAY</u>	Name: <u>PURCHASING DEPT.</u>	Name: <u>AP DEPT</u>	Name: <u>TREASURY</u>	Name: <u>PURCHASING DEPT</u>	Name: <u>TREASURY</u>	Title: <u>COUNTY AUDITOR</u>	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____	Name: <u>STALEY KEDIP</u>	Name: _____	Name: _____	Name: _____	Name: _____	Name: _____	Title: <u>COUNTY CLERK</u>	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____
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6.	How often are bank accounts reconciled to internal check registers? ☒ Monthly ☐ Quarterly ☐ Other (please specify) _____																															
7.	Are all checks pre-numbered and accounted for? If no, please explain. _____	☒ Yes ☐ No																														

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8.	a. Are all disbursements (excluding petty cash) made by check?..... If no, what other means does your organization use to make disbursements? _____ b. Is a check register (disbursement journal) used to record disbursements and maintain balances? If no, how are disbursements and balances tracked? _____	☒ Yes ☐ No ☒ Yes ☐ No
9.	Are all disbursements approved prior to payment? If no, please explain. _____	☒ Yes ☐ No
10.	Does your organization have a system for tracking: a. Voided checks? b. Credit card transactions? c. Other electronic transactions? If no, please explain. _____	☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No ☐ N/A
11.	Are the following practices prohibited: a. The drafting of checks to "CASH"? b. The signing of blank checks? c. The removal of blank checks from the checkbook? If no, please explain _____	☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No
12.	Are purchase orders/requisitions controlled in such a way that they can all be accounted for (e.g., by sequential pre-numbering, by entry in a register)? <i>If yes, please attach an explanation of your purchase/requisition controls as</i> ATTACHMENT #II-12.	☒ Yes ☐ No
13.	Are supporting documents (e.g. service authorizations, invoices, receipts, approvals, receiving reports, canceled checks) maintained with each disbursement and clearly referenced for easy location and retrieval?	☒ Yes ☐ No

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	<i>If yes, please attach an explanation as ATTACHMENT #II-13. The attachment should describe your process for maintaining supporting documentation, such as:</i> <i>How supporting records are kept and filed (e.g., filed by check number, month of payment);</i> <i>How documents are marked when paid to prevent duplication of claims; and</i> <i>How authorizations are maintained internally.</i>	
14.	Are invoices marked to identify allocation of payment?	☒ Yes ☐ No
15.	What, if any, additional internal controls and approvals are in place within the organization to ensure payments made are valid and authorized? <u>Budgetary Controls on General Ledger accounts utilized</u>	
16.	Does your organization maintain a contract file for each contract? <i>If yes, does each file contain:</i> a. <i>The executed contract with all attachments?</i> b. <i>A copy of each contract amendment (as applicable)?</i> c. <i>Billing documents?</i> d. <i>Documentation of contract performance?</i> e. <i>Related correspondence?</i> f. <i>A copy of each subcontract agreement (as applicable)?</i> If no to any of the above, please explain. _____	☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No ☐ NA
17.	Does your organization have a process to prevent unauthorized access to confidential information related to your contracts (e.g., sensitive client information or records)? <u>Use of Authorizations and passwords, locked storage</u> <i>If yes, please attach a copy of your procedures for safeguarding contract information as ATTACHMENT #II-17.</i>	☒ Yes ☐ No

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II. B. SUBCONTRACTORS

If your organization does not subcontract DFPS services, or does not intend to subcontract DFPS services, mark N/A ☐ here and skip to Section II C. Title IV-E Child Welfare Services Contract Information

18.	Does your organization have written policies and procedures for subcontracted services?	☒ Yes ☐ No
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II. C. TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

This section pertains only to any **County Title IV-E Child Welfare Services Contracts** with DFPS and *does not* pertain to any **Title IV-E County Legal Services Contract** the county may have with DFPS. For purposes of this Section, the terms County and County Child Welfare Board are synonymous.

19.	If administrative costs will be claimed, has the county submitted an administrative budget to DFPS for review and approval?	☒ Yes ☐ No ☐ N/A
20.	Does the County Child Welfare Board have a process that Caseworkers must follow in order to obtain assistance from the County Child Welfare Board for a Foster Child? If yes, is the above policy a written (published) policy? <i>If yes, please attach a description of the process or a copy of the written policy as ATTACHMENT #II-20.</i>	☒ Yes ☐ No ☒ Yes ☐ No
21.	Has/have the county Title IV-E contract(s) been audited by county internal or external auditors? If yes, please enter date of last audit. <u>1/23/12</u>	☒ Yes ☐ No
22.	Do the region and the county conduct an annual review of the county Title IV-E contracts? If yes, please enter date of last review. <u>1/23/12</u> Note: An annual review of the contract is specified in the contract.	☒ Yes ☐ No
23.	How does the Child Welfare Board pay for the supplemental child-care expenses? <u>NO CHILDCARE PAID</u> <i>Please provide a description of the process used to pay supplemental child care expenses, including the name and/or position of responsible person/staff, as ATTACHMENT #II-23.</i>	
24.	What back-up documentation does the county maintain to support Title IV-E reimbursements? <i>Please provide a description of the required documentation as ATTACHMENT #II-24.</i>	
25.	Who maintains the documentation within the county (e.g. Child Welfare Board, County Auditor)? Please provide the name of the county Department or name and/or position of responsible person/staff. <u>County Auditor</u>	

RETAINS: ALL
CHECKS,
RECEIPTS,
CPS FORMS

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26.	Who, within the county, signs the County Title IV-E Claims Voucher (Form 4116 – State of Texas Purchase Voucher Quarterly Billing)? Please provide the position and/or name of the responsible person/staff. <u>KEITH SELF County Judge</u>	
27.	How does the county ensure the County Title IV-E Claims Voucher is reconciled with the county's general ledger? <u>QUARTERLY RECONCILIATION PROCEDURES</u>	
28.	Does the county have a process to ensure that all expenditures claimed are allowable? <i>If yes, please provide a description of the process as ATTACHMENT #II-28.</i>	☒ Yes ☐ No
29.	Does the county have a process to ensure that all raised or donated funds used as certified match for the County Title IV-E Claims Voucher are unrestricted funds? <i>If yes, please provide a description of the process as ATTACHMENT #II-29.</i>	☐ Yes ☒ No
30.	How does the county know which children are IV-E eligible? <u>QUARTERLY LISTS PROVIDED BY DFPS STAFF</u> Please provide a description of the process and the position and/or name of responsible person/staff as ATTACHMENT #II-30.	

CERTIFICATION

Signed by an individual with documented authority as designated by the business entity.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED
HEREIN IS TRUE, CORRECT, AND COMPLETE.



Signature

8/21/12

Date

KEITH SELF

Printed/Typed Name

COUNTY JUDGE

Title

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ICSQ Instructions

Every business entity should have internal controls. Internal controls consist of the policies and procedures that a business entity develops and implements to ensure that assets (such as cash and equipment) are safeguarded, that expenditure transactions (such as purchases) are authorized, and that financial data are accurately recorded. Another way of saying this is that a system of internal controls helps to ensure that assets that belong to the business entity are used only for authorized business purposes.

A system of internal controls is not designed primarily to detect errors but rather to reduce the opportunity for errors or dishonesty to occur. In an effective system of internal controls, no one person should carry out all phases of a business transaction from beginning to end. For example, if one person were permitted to order supplies, receive the supplies, write a check to pay for the supplies, and record the transaction in the accounting records, then there would be no protection against either fraud or errors.

A system of internal controls frequently may be improved by physical safeguards (acting as compensatory controls). Computers help to improve the efficiency and accuracy of record keeping functions. Cash registers, safes, and pre-numbered business forms are very helpful in safeguarding cash and establishing responsibility for it. Any system of internal controls must be supervised with care if it is to function effectively.

The Internal Control Structure Questionnaire (ICSQ) consists of a series of questions related to the processes and procedures for handling cash receipts, cash disbursements, physical inventory, file maintenance, etc. Responses to the questions included in the ICSQ allow for an assessment of the effectiveness of the procedures described as compared to best practices and/or specific state and federal guidelines.

Instructions for Submitting the ICSQ

An up- to-date ICSQ is required to be submitted with each new proposal to contract with DFPS. ***Please use the ICSQ that appropriately reflects the entire contract amount for Title IV-E funds, not just the DFPS drawdown amount.***

No two-sided copies will be accepted. No pamphlets or books will be accepted (except for required financial reports and/or audits). Responses must be typed or printed. All attachments must be clearly numbered.

Instructions for Completing the ICSQ

The ICSQ has been divided into several sections, as follows:

SECTION I: FINANCIAL POSITION

This section requests background information about the organization, including the financial system used to maintain the accounting records, preparation of financial statements and the frequency with which financial information is audited.

SECTION II: INTERNAL CONTROLS

This section addresses Internal Controls as described below:

II. A. GENERAL/ ACCOUNTING CONTROLS

The general accounting section addresses file maintenance and the contractor's responsibility to meet contract terms and/or state/federal regulations.

Accounting controls assist with the safeguarding of assets (cash and fixed assets) and the reliability of financial records. The objective sought in the control of cash receipts is to ensure that all cash that is receivable by the business entity is collected and recorded without loss. The system of controlling cash payments should be designed to ensure that no unauthorized payments are made. Control is accomplished by division of responsibility to achieve independent verification of transactions without duplication of effort.

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Question 1:

Cost allocation ensures that costs are properly allocated to a specific funding source and that all costs are properly identified.

Cost allocation is required when a cost will benefit more than one contract or funding source. If cost allocation is necessary, contractors must use reasonable methods of allocating costs consistently. Any cost allocation method used should be a reasonable reflection of actual business operations.

Questions 5:

It is a good business practice to require authorized individuals to approve purchases or electronic transactions made on behalf of their department. Designating separate individuals to sign checks or authorize payments, approve purchases, prepare payments, reconcile internal accounts to the general ledger, control assets, and receive cash is also a good business practice. For smaller staffs, it may be necessary to identify compensating controls where adequate separation of duties is not possible.

Question 6:

All costs that are reported and/or billed to a funding source should be reconciled with the general ledger (the book or file that contains all of the organization's accounts) as well as bank account transaction records.

Question 7 - 12:

These are examples of internal controls that act as safeguards against unauthorized expenditures and/or check disbursement.

Question 13:

It is a best practice to maintain supporting documents with each disbursement. Alternatively, supporting documents should be numbered, clearly referenced, and filed for easy retrieval.

Question 14:

If more than one funding source is to be used to reimburse a cost, then it is extremely important that the invoice documents how the cost is to be allocated.

Question 16:

An element of a good file maintenance process is having a systematic approach to filing the numerous contract documents that flow through a business entity. A systematic filing approach decreases the risk of lost documents, and provides a central place for documents that pertain to a specific contract.

Question 17:

An important protective measure to safeguard sensitive information is controlling physical access to the information or records related to your contracts. All contract information must be cared for with the appropriate level of physical and electronic security. Procedural safeguards ensure adequate controls against unauthorized access, fraudulent activity, disclosure, loss or damage, whether accidental or deliberate, as well as to ensure the availability, integrity, authenticity, and confidentiality of information. Procedural safeguards may include adequate separation of duties, limiting physical access (e.g., storing information in a safe or fireproof filing cabinet, locks on doors or filing cabinets, passwords) or computer-related controls dealing with access privilege.

II. B. SUBCONTRACTORS

This section must be completed if DFPS funds are or will be provided to subcontractors.

Questions 18:

Subcontracting policies and procedures should, at minimum, address contractor selection and monitoring.

Subcontractor selection procedures should reflect a system in which the best subcontractor is fairly and objectively selected. Procedures should clearly identify the method of contractor selection utilized (e.g. competitive selection or bidding, negotiation with individual). (OMB Circular A-110, Sections 40-48.)

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The contractor selection process should include also established criteria to evaluate potential contractors, ranking method, and the consideration of past performance factors.

Subcontractor monitoring procedures should be sufficient to ensure that subcontractors consistently provide quality services by measuring performance against well-documented outcome expectations. The monitoring function should focus on the outcomes of services provided with an appropriate emphasis on contract monitoring in proportion to the amount/extent of the contracted services. Procedures should adequately describe who is responsible for monitoring, how often monitoring occurs, the monitoring process to include follow-up procedures when corrective action is required. It is also good business practice to include an ongoing system for ensuring that funds are spent appropriately.

II.C. TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

This section captures county policy and procedures specific to any Title IV-E Child Welfare Services contract and is used in the determination of appropriate monitoring efforts.