

First 5 LA
Best Start LA Economic Analysis Consultant RFP
Level 3 Review: Financial Review

DATE REVIEWED:	REVIEWER NUMBER:
STATEMENT NUMBER:	LEAD AGENCY NAME:

Program Budget

	Category	Evaluation Criteria	Meets Minimum Requirements		Comments
			YES	NO	
1	Sufficient Support	Budgeted amounts appear to adequately support the program activities, staffing, and deliverables in the Scope of Work			
2	Effectiveness	Costs appear to be reasonable given the work to be performed based on the Budget, Budget Narrative, Scope of Work.			
3	Compliance	Are all budgeted items permitted by First 5 LA? Are amounts compliant with First 5 LA policies?			

Financial Management

	Category	Evaluation Criteria	Serious Concerns Present ¹		Comments
			YES	NO	
1	Management Letter	Are there findings? If so, how serious?			
2	Auditor's Report	Type: unqualified, qualified, etc. What CPA does, does not do.			
3	Statement of Financial	Are there restrictions on assets? Is the capital structure			

¹ Are there concerns significant enough to inform whether or not an agency should be funded?

Statement Number: _____

Reviewer Number: _____

	Position	supportive of the organization's objectives?			
4	Statement of Activities	Change in assets this year, other years. Income types: refer to the notes.			
5	Statement of Cash Flow	Sufficient to cover ongoing costs?			
6	Functional Expense Report	Comparative spending. Fundraising and admin vs. program spending. Where does the money go?			
7	Notes to Financial Statements	Is there any important information regarding the capacity for financial management?			
8	IRS 990	Is this consistent with the financial statements? Are executive salaries reasonable given the type of organization and current market conditions?			
9	Federal Single-item Audit (if applicable)	In compliance with federal reporting requirements?			
10	GIFTS System	Review GIFTS to determine if agency has had any problems with financial management for F5LA grants/contracts in the past			

Financial Management Summary²

Summarize any serious concerns identified in the review:

Summarize any items of moderate concern in the review:

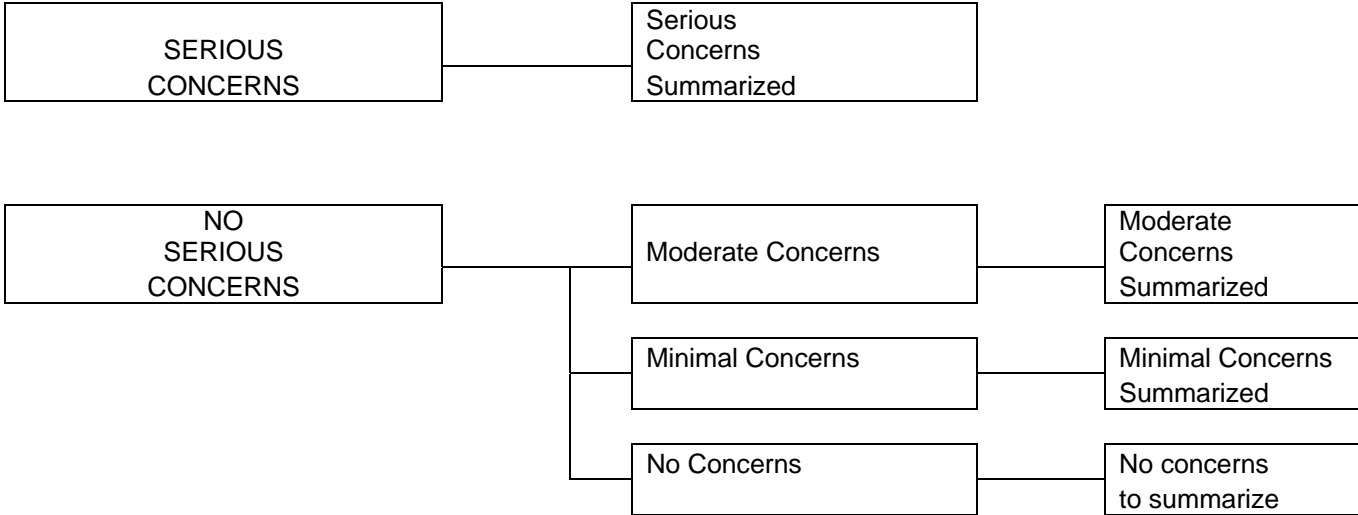
² Summarize any information that would be useful for follow up interviews, providing future technical assistance, or in making a final funding determination.

Statement Number: _____

Reviewer Number: _____

Summarize any minimal concerns indentified in the review:

SUMMARY OF FINDINGS:



SERIOUS CONCERNS = Merit consideration in final funding decision

NO SERIOUS CONCERNS = Do not merit consideration in final funding decision

Statement Number: _____

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