

**First 5 LA**  
*Best Start LA Pilot Community Evaluation 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 <sup>1</sup>		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			

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

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	Position	supportive of the organizations 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 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 Summary<sup>2</sup>**

Summarize any serious concerns identified in the review:

Summarize any items of moderate concern in the review:

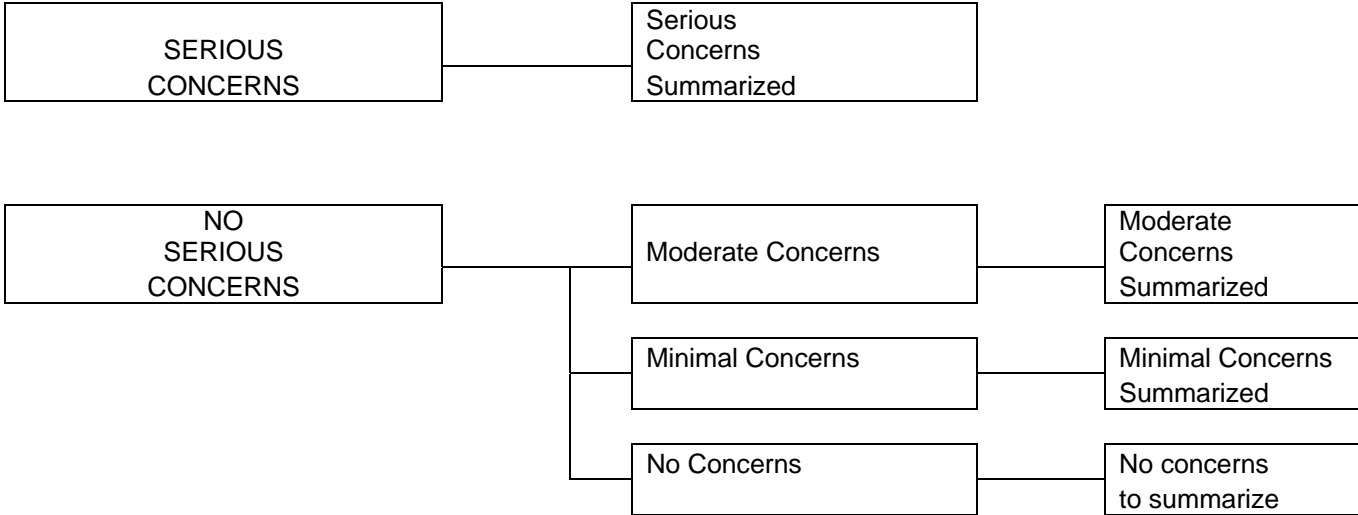
<sup>2</sup> Summarize any information that would be useful for follow up interviews, providing future technical assistance, or in making a final funding determination.

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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

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