**First 5 LA**  
**Tot Parks & Trails Proposal**  
**Level 3 Review: Financial Review**

DATE REVIEWED: ____________________  
REVIEWER NUMBER: ____________________

PROPOSAL NUMBER: ____________________  
LEAD AGENCY NAME: ____________________

### Program Budget

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CRITERIA</th>
<th>MEETS MINIMUM REQUIREMENTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sufficient Support</td>
<td>Budgeted amounts appear to adequate to support the program activities, staffing, and deliverables in the Scope of Work</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>2. Effectiveness</td>
<td>Costs appear to be reasonable given the work to be performed based on the Budget, Budget Narrative, and Scope of Work.</td>
<td></td>
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<tr>
<td>3. Compliance</td>
<td>Are all budgeted items permitted by First 5 LA? Are amounts compliant with First 5 LA policies?</td>
<td></td>
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</tr>
</tbody>
</table>

### Financial Management

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CRITERIA</th>
<th>SERIOUS CONCERNS PRESENT?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Management Letter</td>
<td>Are there findings? If so, how serious?</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>2. Auditor’s Report</td>
<td>Type: unqualified, qualified, etc. What CPA does, does not do.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Financial Statement</td>
<td>Category Evaluation Criteria Serious Concerns Present</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **Statement of Financial**
   - Are there restrictions on assets? Is the capital structure sound?

5. **Statement of Activities**
   - Change in assets this year, other years. Income types: refer to the notes.

6. **Statement of Cash Flow**
   - Sufficient to cover ongoing costs?

7. **Functional Expense Report**
   - Comparative spending. Fundraising and admin vs. program spending. Where does the money go?

8. **Notes to Financial Statements**
   - Is there any important information regarding the capacity for financial management?

9. **IRS 990**
   - Is this consistent with the financial statements? Are executive salaries reasonable given type of organization and current market conditions?

10. **Federal Single-item Audit (if applicable)**
    - In compliance with federal reporting requirements?

**Financial Management Summary**

Summarize any serious concerns identified in the review:

Summarize any items of moderate concern in the review:

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