

Texas CASA, Inc.
Additional FY17 CVC and VOCA Grant Contract Assurances

This page requires the signature of your program's Board President and Board Treasurer.

1. The local CASA program will ensure that there are policies and procedures in place to select and contract with an independent CPA auditor to conduct an annual independent audit. The local program will ensure that (a) the annual audit is reviewed and approved by the board of directors and the review process includes an in-person meeting between the board and the auditor and (b) an original and two copies are submitted to Texas CASA within nine months of the program's fiscal year end.
2. The local CASA program has safeguards in place to ensure adequate separation of accounting responsibilities/duties in the receipt, payment, recording and reconciliation of funds. At a minimum the safeguards must include: (a) the person conducting the initial monthly bank reconciliation cannot be the same person responsible for making payments and/or performing the bookkeeping duties; (b) if a hard copy of the bank statement is used, then the statements are delivered directly and unopened to the person conducting the initial bank reconciliation; (c) the mail is opened by two persons; (d) bank deposits are reviewed and signed by two persons; (e) checks are signed only by positions approved by the Board of Directors and (f) all checks are signed by two authorized persons, although a reasonable minimum check limit can be established with dual signatures required over a set amount.
3. The local CASA program has written internal control and financial procedures approved by the board of directors. The board will conduct a review during the grant year to ensure that internal control and accounting practices are being followed in accordance with written procedures.
4. The local CASA program has in place and follows polices to ensure that appropriate documentation (e.g. purchase orders, vouchers, receipts, timesheets and invoices) is maintained to support grant related expenses and accounting entries. Accounting records must clearly indicate the source of grant funds.
5. If the local CASA program has credit cards for staff use, then the program must have written credit card policies and procedures approved by the Board of Directors. At a minimum the credit card policies and procedures must include: (a) a monthly credit card statement reconciliation performed by a person who does not have use of the credit card; (b) appropriate credit card spending limits, both a card limit and an individual purchase limit; and (c) a list of specific staff authorized to have use of the credit card(s).
6. Upon departure of a program's executive director, the Board of Directors must name an interim director within seven (7) calendar days and submit a Designation of Grant Officials Change Form to Texas CASA.
7. If the executive director's salary and travel expenses are charged to a Texas CASA grant, then the local CASA Board will ensure that the executive director's timesheets and travel reimbursement requests are reviewed and signed off by the board president or another board member designated by the board.

Board President Signature and Date

Board Treasurer Signature and date

Note: *If your program's Board President and/or Board Treasurer change during the FY17 grant period, then these assurances must be signed by the new President and/or Treasurer and a scanned copy emailed to Mary Hightower at mhightower@texascasa.org or Tom Jones at tjones@texascasa.org.*