



**Children's Board**  
HILLSBOROUGH COUNTY

Dreams Worth Growing

1002 East Palm Avenue  
Tampa, Florida 33605

### Fiscal and Organizational Site Visit Interview Form

AGENCY:	PROGRAM(S):
DATE & TIME OF SITE VISIT:	CBHC STAFF TEAM:
AGENCY REPRESENTATIVES:	MONTHS IN REVIEW:

*Please complete one form per site visit (one per agency)*

#### ORGANIZATIONAL OPERATIONS

- Please describe (if any) significant issues with other funding source(s). If we have not received all site visit reports from other funders, please attach.
- What are the internal and external issues/opportunities that the organization will face in the next 3-5 years?
- Has your agency changed anything in response to your agency score on your most recent CBHC Agency and Program Rating Tool?
- Have any of your revenue sources decreased in the last year? If so, describe changes made on the expenditure side.
- Has your agency received unanticipated revenue this year? What is the plan for this funding?
- What has your agency done towards the following item from our General Terms and Conditions, section 20. Other Financial Support: “All providers must demonstrate efforts related to financial sustainability through funding diversification including but not limited to fund development (such as donations, special events, endowment, fund raising campaigns); applying for support through grants and contracts from government agencies or corporate and/or private foundations; imposing fees for services; business planning and development of social enterprises; or other funding opportunities.”



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## FISCAL REVIEW

- The following documentation for all expenditures charged to the CBHC must be available for review at time of the site visit.
  - general ledger reports
  - payroll reports
  - timesheets
  - bank statements
  - check/EFT copies and back-up documentation
  - personnel files (upon request)
  - job descriptions (upon request)
- Have available for review:
  - Accounting policies and procedures
  - Background screening policy and procedure
  - Technical Assistance (TA) Grant records (if received from the Children's Board in the past year).
- Describe your system for allocating expenditures to two or more programs or funding sources.
- Describe your internal control process for reviewing documents prior to submission to CBHC.
- What is the average number of days that checks are outstanding?
- Does your agency have a Line of Credit? If so, for how much and what is the amount available at this time? What are your guidelines for its use?
- If you are a lead agency of a collaborative program list the dates of fiscal site visits of your subcontracted partners.