

REACH FUNDING AGREEMENT DUE DILIGENCE QUESTIONNAIRE

The University of Oxford (Oxford) is responsible for ensuring that expenditure on commissioned projects is subject to robust controls to ensure value for money and propriety. All reported costs should have supporting documentation which must be maintained for possible inspection and audit by, or on behalf of, the UK Department for International Development (DFID) which funds the REACH programme. This is accomplished through various means.

The first step in the monitoring process is to ensure that any potential collaborator or sub-contractor:

* has internal controls which provide reasonable assurance that the use of resources is consistent with laws, regulations, and award terms;
* is able to safeguard resources against waste, loss, and misuse; and
* will obtain, maintain, and fairly disclose reliable data in reports.

The questions in this questionnaire should be answered by the Chief Financial Officer (or equivalent) of your organisation.

Please note that prior to final award all applicants will be required to attach a copy of their institution’s most recent audited financial statement. The funding agreement will not be signed by Oxford until both the completed due diligence questionnaire and the organisation's most recent financial statement have been provided.

Pre-grant due diligence is a requirement for all successful REACH applicants as part of the Oxford’s processes to ensure public money is spent appropriately. It is not used to short-list grantees, but to ensure that organisations selected to receive REACH grants are legitimate organisations and have appropriate systems and processes to manage grant funds appropriately.

The overarching principle is that, before working with any partner, we have a reasonable level of assurance that funding from the DFID will be correctly applied to achieve the desired objectives.

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| 1. | Does your organisation have its financial statements reviewed by an independent public accounting firm?  (These statements will be required if the applicant progresses to the final stage) | **Delete as**  Yes | **appropriate**  No |
| 2. | Are duties separated so that no one individual has complete authority over an entire financial transaction? | Yes | No |
| 3. | Does your organisation have controls to prevent expenditure of funds in excess of approved, budgeted amounts? | Yes | No |
| 4. | Are all expenditure transactions properly documented with evidence of receipt of goods or performance of service? | Yes | No |
| 5. | Are all bank accounts reconciled monthly? | Yes | No |
| 6. | Are payroll charges checked against program budgets? | Yes | No |
| 7. | Are there procedures to ensure procurement at competitive prices? | Yes | No |
| 8. | Is there an effective system of authorization and approval of: (a) capital equipment expenditures (b) travel expenditures? | Yes | No |
| 9. | What system does your organisation use to control paid time, especially time charged to sponsors? | | |
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| 10. | How does the organisation ensure that all internal recharges are legitimate and appropriate? |  |  |
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| 11. | Does the organisation have procedures which provide assurance that consistent treatment is applied in the distribution of charges to all grants? | Yes | No |
| 12.. | Is the organisation able to provide evidence to support charges claimed if required by University of Oxford inspection (for example, copies of invoices, travel receipts etc)? | Yes | No |

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| Name of Principal Investigator |  | Project title |

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| Name of person completing questionnaire |  | Signature |
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| Job Title |  | Date |
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Institution