
Displaced Homemaker Program State Compliance Policies

Section: DH001

Standards for Financial Management

August 2007

I. General

- A. The financial management system and the participant data system of each Displaced Homemaker Program Grantee shall:
 - 1. Provide State-required records and reports that are uniform in definition, accessible to authorized State staff and representatives, and verifiable for monitoring, reporting, audit, program management, and evaluation purposes ([NRS 388.655](#)).
 - 2. The State may review the adequacy of the financial management system and participant data system of Grantees as part of a pre-award review or at any time subsequent to award.

II. Financial Systems

- A. Grantees shall ensure that their financial systems, as well as those of any subcontractors, provide fiscal control and accounting procedures that are in accordance with generally accepted accounting principles.
- B. Systems shall include:
 - 1. Information pertaining to grant and subcontract awards, obligations, unobligated balances, assets, expenditures, and income;
 - 2. Effective internal controls to safeguard assets and assure their proper use;
 - 3. A comparison of actual expenditures with budgeted amounts for each grant and subcontract;
 - 4. Source documentation to support accounting records;
 - 5. Proper charging of costs and cost allocation to benefited activities. If there are any indirect charges, they are capped at 10%.
- C. System shall be sufficient to:
 - 1. Permit preparation of required reports;
 - 2. Permit the tracing of funds to a level of expenditure adequate to establish that funds have been used in compliance with the Nevada Revised Statutes (NRS) and agreements.

III. Applicant and Participant Data Systems

- A. Each Grantee shall ensure that records are maintained for:
 - 1. Each individual that has completed an application;
 - 2. Each participant enrolled in a Displaced Homemaker Program activity;
 - 3. Participation information as outlined in NRS and to measure and evaluate program performance, per state compliance policy DH007.