



**CDBG PROJECT FINANCIAL MANAGEMENT RESPONSIBILITIES**

TASK	DEPARTMENT	POSITION	PERSON(S) RESPONSIBLE	Yes	No
Signs Payment Requests					
Manages Overall System					
Authorizes Purchases					
Authorizes Payments					
Approves Invoices					
Writes Checks					
Signs Checks					
Is this person covered under the blanket bond? (yes/no)					
Have you attached a copy of the blanket bond in the Financial Responsibilities Component? (yes/no)					
Reconciles Bank Account					
Posts Transactions to Journals					
Approves Contracts					
Prepares CDFA Reports					

This form may be completed electronically or filled in by hand after printing.