

Internal Controls Checklist

Cash Receipts

	Are checks endorsed "for deposit only" immediately upon receipt?
	Does someone prepare a daily list of all cash and checks immediately upon receipt?
	Are duplicate deposit slips and copies of checks retained in the files?
	Is the person who has custody of actual cash and checks different from the person recording them and acknowledging them in case of contributions?
	Are all cash and checks deposited intact and on a timely basis?
	Are restricted contributions clearly identified and recorded as restricted on the general ledger?
	Is all cash received, counted, and verified by two employees?
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Cash Disbursements

Are all disbursements, except those from petty cash, made by pre-numbered checks?
Are void checks preserved and filed after appropriate mutilation?
Is there a written prohibition against issuing checks payable to "cash"?
Is there a written prohibition against signing checks in advance?
Are advance payments to vendors and/or employees recorded as receivables and controlled in a manner which assures that they will be offset against invoices or expense vouchers?
Are employees required to submit expense reports for all travel related expenses on a timely basis?



Petty Cash

	Is a petty cash fund maintained for payment of small, incidental expenses?
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	Is a petty cash voucher filled out with supporting documentation, name of person being reimbursed, and proper authorization?



Payroll

Are employment records maintained for each employee that detail wage rates, benefits tax rates, and other pertinent information?
Are time sheets signed by employees and reviewed and signed by their immediate supervisors?
Are time sheets required documenting employee hours, overtime and what activity the employee worked on?



Fixed Assets

	Does the organization have a capitalization and depreciation policy?
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Financial Statements

Is a statement of financial position prepared monthly and reviewed by management and the finance committee?
Are monthly reports comparing income and expenses with approved budget by activity and for the organization as a whole prepared and reviewed by the management and the finance committee?
Is an updated cash flows projection prepared and reviewed by management?



Is a chart of accounts used

General

Ш	Is a chart of accounts used?
	Does the chart of accounts provide for tracking expenses by activity?
	Does the chart of accounts provide for tracking directed and indirect expenses if the organization receives federal funds?