

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?
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- 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?
- [REDACTED]
- [REDACTED]
- Is a petty cash voucher filled out with supporting documentation, name of person being reimbursed, and proper authorization?
- [REDACTED]
- [REDACTED]



Payroll

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

Fixed Assets

Does the organization have a capitalization and depreciation policy?

[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]

[Redacted]

[Redacted]
[Redacted]



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?

