

**Safeguarding Cash
 Special Controls Checklist**

- To detect errors, **checks and balances** should be built into the standard operating procedures of the accounting system. One person should verify or review the work of another person.
- The **comparison** of invoices (and/or purchase orders) and checks, receipts and deposits are recommended practices for all extension offices.
- To **exercise tight financial control**, all pre-numbered documents (receipts and checks) should be accounted for.
- A **Bank Reconciliation** is a method of comparing the bank’s record of deposits and charges against the Checking or Savings Register in the accounting system.
- Another important factor in error detection is the tracking of a transaction in the accounting system by examining documents, reports, and data entries. This is referred to as the Audit Trail. Changes to accounting transactions are recorded in the accounting system in an **Audit Trail Report**.

Documentation	Reports from QuickBooks
Required documents provided by Bookkeeper	Typed reports are not recommended
Payroll Time Sheet (or Employee Payroll Report)	Validation Reports:
Receipt book	Bank Reconciliation Report
Handwritten or Printed Checks	Checks – Summary List (or Checks Detailed list)
Invoices and/or Purchase Orders	Deposit Detail
Bank Statement	Checking (and Savings) Register
Deposit slips	Missing Checks
Petty Cash Box, if used	Voided Checks (if necessary)
	Audit Trail (if necessary)
	Decision-making Report:
	Monthly (or YTD) Income & Expense Funds
	Budget vs. Actual Report
	Funds (Classes) Balances

Checklist for Month of _____

Step Numbers are referenced in sample illustrations. See End-of-Month Checklist

For the County Program Director:

Did you.....

- Open the bank statement and examine the check numbers? Any check numbers out of range?
- Verify Payroll Time sheet for correct hours, rate and deductions?
- Verify each Invoice or bill (and Purchase Order, if used) to Payees on Checks-Summary List? **Step 1**
- Verify each Receipt in receipt book to the Deposit Detail Report? **Step 2**
- Review the Missing Checks Report? (see **Step 6** if check #s are missing or duplicated)
- Review the Monthly (or YTD) Income & Expense Funds Summary Report. **Step 3**
- Review the Checking & Savings Registers? Do Balances match with Funds Balance Rpt. or Balance Sheet? **Step 4**
- Review the Budget vs. Actual Report to monitor status of Classes (Funds)?
- Did a Council Officer review, initial, and date the bank reconciliation report?
- Sign this Checklist Document?

Optional (if necessary):

- Examine the Petty Cash box and appropriate documents?
Total Cash plus Total Receipts = Petty Cash Balance.
- Review Voided Checks Report?
- Review Audit Trail Report? **Step 6**

For the Council Officer:

Did you....

Review the Bank Statement and Bank Reconciliation Report as follows:

- Do Payee names and amounts on Cleared Checks match the Payee Names and amounts on prior or current Checks-Summary Lists?
- Do amounts on Cleared Deposit documents match amounts on prior or current Deposit Detail Reports and Deposit stubs?
- Does Reconciled Bank Account balance match the Checking & Savings Register balance Reports? **Steps 4, 5**
- Did the County Program Director verify or approve Invoices or bills and Receipts?
- Co-sign the Checks with another Council Officer?
- Sign this Checklist Document?

Signatures

*** File this Document in the Accounting Records Binder or Folder ***

County Program Director

Date

Council Officer

Date