# 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** Required documents provided by Bookkeeper | **Reports from QuickBooks** 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 or |
| Bank Statement | Deposit Detail – by Payment Method |
| Deposit slips | Checking (and Savings) Register |
| Petty Cash Box, if used | Credit Cards:  One or both reports. |
| |       Undeposited Funds-Sorted by Payment Method |
| |       Undeposited Funds-Sorted by Customer Name |
| | Missing Checks |
| | 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 (Sorted by Payment method if credit card transactions)?  **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 Undeposited Funds Report for outstanding credit card transactions and match transactions against credit card receipts?

☐ 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**