

ENTITY 2018 ICQs**CONTROL ACTIVITIES****DISBURSEMENTS/EXPENDITURES/PAYABLES**

June 30, 2018

DEFERRED INFLOWS

QUESTION	YES	NO	N/A	REMARKS
<p>A. Segregation of Duties</p> <ol style="list-style-type: none"> Are responsibilities for the disbursement/expenditure approval function segregated from those for the voucher preparation and purchasing functions? Are responsibilities for disbursement/expenditure preparation and approval functions segregated from those for recording cash disbursements into ledgers? Is there adequate segregation of duties in connection with the following: <ol style="list-style-type: none"> Controlling blank purchase orders? Placing orders with vendors (including preparation of purchase order)? Receiving? Approving vouchers for payment? Processing approved vouchers? Disbursing? Purchases using a credit card? Are responsibilities for reconciling disbursements/expenditures with the check/warrant register segregated from those preparing the vouchers? Is there adequate segregation of duties between the approval and payment functions as to: <ol style="list-style-type: none"> Approval of documents for payment? Check/warrant preparation? Check/warrant signing? Access to cash? Access to accounting records? Access to credit cards? Is final approval for payment made by a different individual than the check/warrant signer? Does the entity use computer software to account for disbursements/expenditures/payables? <ol style="list-style-type: none"> Determine/verify access to programs, and functions within programs, is limited to those who have a legitimate need. Identify those with access. 				

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<p>b. Is the signature plate inserted into the printer and printed as the checks/warrants are printed? If this is done, are the checks/warrants and signatures printed in one operation?</p> <p>c. If the two operations are combined as described above, are review procedures of expenditures by supervisory personnel adequate?</p> <p>d. Does an independent person approve electronic fund transfers for expenditures?</p> <p>e. Does the entity have a paperless system for the payment of disbursements?</p> <p>B. Procedural Controls</p> <p>1. Are all disbursements/expenditures required to be supported by invoices or other documentation?</p> <p>2. Are claims for payment approved by a responsible person before they are submitted for payment?</p> <p>3. Is the authority for approval of travel vouchers established at all organizational levels?</p> <p>4. Are the entity officials' travel vouchers approved?</p> <p>5. Are invoices and supporting documents furnished to the voucher signer prior to approving the payment voucher?</p> <p>6. Is there evidence of the voucher approvals?</p> <p>7. Are credit card purchases made by authorized individuals?</p> <p>8. Are supporting documents for claims effectively canceled at the time of approving the payment to prevent their reuse?</p> <p>9. Is a purchase order system used?</p> <p>10. Are all purchase orders:</p> <p>a. Pre-numbered?</p> <p>b. Accounted for?</p> <p>c. Properly approved?</p> <p>11. Is competitive bidding used?</p> <p>12. Is there a designated centralized receiving area for incoming goods?</p>				

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13. Does processing of invoices for payment include:				
a. Comparison against purchase orders or other documents for term, prices and quantities?				
b. Comparison against receiving reports or other documents for items and quantities received?				
c. Mathematical check of footings, extensions and discounts?				
d. Reviewing the coding of the expenditure to the appropriate account, fund, program and/or activity?				
e. Confirming the proper fiscal year has been charged?				
14. Does the person reviewing the claims have sufficient knowledge of federal and state grant requirements, laws and regulations to determine cost allowability?				
15. Are all invoices received from vendors in a central location, such as the accounting department?				
16. Do procedures for leases ensure compliance with:				
a. Statutory purchasing regulations?				
b. Institutional rules and regulations?				
17. Are all disbursements made by check/warrant?				
18. Are only pre-printed, pre-numbered checks/warrants used and properly controlled?				
19. Are voided checks/warrants properly mutilated and held for inspection?				
20. Are checks/warrants protected against alteration?				
21. Are checks/warrants made payable to a specific payee?				
22. Is the advance signing of checks/warrants prohibited?				
23. Is there evidence of review of supporting documentation?				
24. Are dual signatures required?				
25. Are there dollar limits on:				
a. Single signature checks/warrants?				
b. Signatures mechanically affixed?				
26. If a mechanical check signer is used, are facsimile signature plates under proper control?				

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27. Do procedures for travel reimbursement include identification and reporting of taxable meals in accordance with IRS rules?				
28. Do procedures require adequate scrutiny of related party transactions?				
C. Custody				
1. Are controls maintained over the supply of unused and voided checks/warrants?				
2. Are controls maintained over credit cards?				