

**ENTITY** 2018 ICQs

June 30, 2018

**CONTROL ACTIVITIES**  
**TRANSFERS**

<b>QUESTION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>REMARKS</b>
<p>A. Segregation of Duties</p> <ol style="list-style-type: none"> <li>1. Are all interfund transfers properly authorized and approved by appropriate officials?</li> <li>2. Does the entity use computer software to account for transfers between funds/accounts? <ol style="list-style-type: none"> <li>a. Determine/verify access to programs, and functions within programs, is limited to those who have a legitimate need. Identify those with access.</li> </ol> </li> </ol> <p>B. Procedural Controls</p> <ol style="list-style-type: none"> <li>1. Are transfers in and transfers out recorded in the proper funds, in the same accounting period and on a timely basis?</li> <li>2. Are interfund transfers balanced monthly?</li> <li>3. Are all interfund transfers adequately explained and documented?</li> <li>4. Are interfund transfers appropriately classified as transfers rather than revenues/expenditures?</li> <li>5. Are interfund receivables and payables identified at year end?</li> </ol> <p>C. Custody</p> <ol style="list-style-type: none"> <li>1. Is supporting documentation for interfund transfers retained?</li> </ol>				