

Self Assessment Checklist – Cash Cycle

Use the cases and stats above to demonstrate risk, then introduce the checklist/self-assessment. Formatted version is in attached word document. "No" responses indicate risk and should be evaluated further.

Yes	No	
_____	_____	1. Is mail received and opened by someone independent of cashier, accounts receivable, donor database and bank statement reconciliation functions?
_____	_____	2. Does the employee who opens the mail restrictively endorse checks and create an audit trail of the funds received? An audit trail can be a photocopy of checks or a detailed list of receipts.
_____	_____	3. Are all receipts processed and deposited in the bank the same day they are received?
_____	_____	4. Is the deposit taken to the bank daily? If not, is it locked up securely overnight?
_____	_____	5. Is the person who posts to the general ledger independent of cash receipts, accounts receivable and donor database functions?
_____	_____	6. Does a person independent of the cashier and accounts receivable functions handle customer/donor account questions?
_____	_____	7. Is the bank reconciliation done by someone independent of deposit preparation, accounts receivable, purchasing, accounts payable and payroll functions? If not, does an owner, board member or independent reviewer receive the bank statement and cancelled checks directly from the bank?
_____	_____	8. Are bank deposits reconciled to receipts posted in the accounting system, and the donor database/accounts receivable at least monthly?
_____	_____	9. Are restrictions in place for processing credit card refunds? If not, does someone independent of the revenue accounting process review merchant service statements to assure that refunds were not processed, or were properly authorized before being processed?
_____	_____	10. Does someone independent of the revenue cycle periodically review the bank reconciliation, the audit trail created by the person who prepared the deposit, and the three way reconciliation (bank deposits – financial statement revenue – donor database/accounts receivable subsidiary)?