|  |  |
| --- | --- |
| Agency: Click here to enter text. | |
| Preparer(s): Click here to enter text. | Date: Click here to enter text. |

Risks: Cash receipts will be lost or stolen. Cash receipts will be recorded incorrectly. Reconciliations and/or segregation of duties will be insufficient to prevent or detect lost or stolen receipts and to ensure that receipts are properly recorded.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES | NO | \*N/A |  | CONTROL ACTIVITY |
| □ | □ | □ | 1. | Are petty cash accounts, other than change accounts, established and maintained as bank checking accounts whenever possible? |
| □ | □ | □ | 2. | Are all petty cash accounts accounted for on an imprest basis? |
| □ | □ | □ | 3. | Are petty cash funds at the minimum effective amount? |
| □ | □ | □ | 4. | Is responsibility for each petty cash fund assigned to only one person? |
| □ | □ | □ | 5. | Are unauthorized advances from petty cash funds to employees prohibited? |
| □ | □ | □ | 6. | Are petty cash vouchers required for all petty cash disbursements and are they signed by the person receiving the cash? |
| □ | □ | □ | 7. | Are only original vouchers or receipts (no copies) used to support petty cash disbursement? |
| □ | □ | □ | 8. | Are funds periodically reconciled, by someone other than the custodian, at unannounced times? |
| □ | □ | □ | 9. | Are timely corrective actions taken when cash discrepancies are discovered? |
| □ | □ | □ | 10. | Are petty cash funds restricted only to those who have authority for its use? |
| □ | □ | □ | 11. | Are petty cash funds kept secured at all times? |

\*N/A - Not Applicable

Comments/Compensating Controls:

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Monitoring:

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Summary:

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