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

Risks: Invoice errors will result in overstated or understated revenue. Policies and procedures will be insufficient to collect amounts due in a timely manner. Reconciliations and/or segregation of duties will be insufficient to deter and detect inappropriate activity (including fraud) and to ensure proper financial reporting. Improper revenue and receivable accounting will result in misstatement of account balances and improper financial reporting.

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| --- | --- | --- | --- | --- |
| YES | NO | \*N/A |  | CHECKLIST QUESTION |
| □ | □ | □ | 1. | Are appropriate staff members familiar with the *State Administrative and Accounting Manual* (SAAM) policies on revenues and receivables Sections 85.20 Revenue and Cash  Receipts and 85.54 Receivables? |
| □ | □ | □ | 2. | Are duties related to accounts receivable delegated so that no one individual can bill, collect funds, and adjust receivable records? |
| □ | □ | □ | 3. | Are accounts receivable billings issued at least monthly, or as required by agreement? |
| □ | □ | □ | 4. | Are analytical procedures used to review for material billing errors? |
| □ | □ | □ | 5. | Are accounts receivable aged regularly with older accounts receiving appropriate follow-up? |
| □ | □ | □ | 6. | Is the write-off of delinquent accounts in compliance with SAAM 85.54.55 and agency policies/procedures? |
| □ | □ | □ | 7. | Is an appropriate level of authorization required to ensure the accuracy and legitimacy of adjustments/write-offs? |
| □ | □ | □ | 8. | Are policies/procedures in place to ensure proper cut-off of revenue and receivables at year end? |
| □ | □ | □ | 9. | Is the subsidiary accounts receivable ledger periodically reconciled to the general ledger control balance? |
| □ | □ | □ | 10. | Does management compare the reasonableness of budgeted revenue with actual revenue and current year revenue with prior year? |
| □ | □ | □ | 11. | Is revenue reviewed for proper coding as to source of funds (state, federal, private/local) and compliance with SAAM Chapter 75.80 revenue coding requirements? |
| □ | □ | □ | 12. | At the administering agency level, does management monitor revenue throughout the year for adequacy to cover expenditures so as to avoid potential deficit fund balance? |
| □ | □ | □ | 13. | When applicable, are sales taxes properly collected and remitted to the Department of Revenue? |

\*N/A - Not Applicable

Comments/Compensating Controls:

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Monitoring – ongoing/separate evaluations:

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Summary:

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