

Internal Monitoring Report

Section	Control	Assessment	Comments In compliance? If not please explain
I	Accounts Payable - sample 3 A/P payments for the following: purchase requisition is approved by location admin and deputy clerk, approved invoice is attached, if payment is more than \$50 in excess of PO it was authorized, if the payment was over \$5,000 the check has 2 signatures.	List the 3 check numbers and vendor:	
I	Accounts Payable - sample 3 Cash Requirement reports for approval by the Deputy Clerk.	List the 3 months verified:	
I	Accounts Payable - sample 3 Board Reports to verify AP payments have been approved.	List the 3 months verified:	
II	Budgeted Appropriations - run a detailed expenditure report in the financial system and verify any contingency transfers have a corresponding Resolution number.	Contingency Account and Resolution number verified:	
III	Payroll - sample 3 new employees, verify form HR234 is complete, pay rate and job class are correct in financial system, proper documentation is in personnel file (I-9, W-4, etc.)	List the 3 new employees verified:	
III	Payroll - sample timesheets from 2 separate months to verify appropriate signatures are on file.	List the 2 months sampled:	
III	Payroll - verify payroll was completed at least once a year by someone other than the Payroll Administrative Assistant.	Which month was payroll performed and by whom:	
III	Payroll - verify TSA's and garnishments were prepared by the 5th of the month following payroll.	Which month were the payroll liabilities sampled?	
III	Payroll - verify the Superintendent approved the Payroll Journal report.	Which month was the report verified?	
IV	Check Authorization - verify check stock is kept in a locked location.	Where is the check stock located?	
VI	Student Body Funds - verify the accounting manager is tracking that SBA's are being reconciled every month.	Is a checklist current and up to date?	
VI	Student Body Funds - verify the accounting manager has reconciled the previous years SBA's and notified appropriate personnel of any discrepancies.	Were the SBA's audited? Letters sent?	
VII	Bank Accounts - verify the Superintendent has reviewed and initialed bank reconciliations.	Which month were the bank reconciliations verified?	

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VII	Bank Accounts - verify the Cash Status report was submitted to the Board of Directors.	Which 2 months of Board Reports were verified?	
VIII	Investments - verify the accounting manager has reviewed investment institutions at least once a year.	How was this verified?	
IX	Accounts Receivable - verify the Fiscal Administrative Assistant has entered appropriate information in the Cash Deposit spreadsheet and made the corresponding deposit to the bank.	Sample 2 cash deposits, which dates?	
IX	Accounts Receivable - verify the Deputy Clerk has reviewed the Cash Deposit Listings.	Sample 2 Cash Deposit Listings for review and approval, which dates?	
X	Journal Entries - verify the Director of Fiscal Services has reviewed and verified journal entries.	List 5 journal entries reviewed for approval.	
X	Budget Journal Entries - verify appropriation entries have been approved by the Accounting Manager.	Sample 3 appropriation transfers for approval:	
XII	Financial Accounting Software - verify employee access coincides with designated access from spreadsheet.	Print 2 employees security information and verify to spreadsheet. Which two employees?	
XII	Financial Accounting Software - verify HR has reviewed a list of users in the financial system.	Was report reviewed and initialed by HR?	
XIII	System Administration - verify an audit report was run and reviewed by the Deputy Clerk.	Which months were verified?	
XIV	Miscellaneous - Have the following employees taken a weeks vacation in the past year?	Payroll, Fiscal Services, Jr & Sr Accounting Clerks, Accounting Manager, Deputy Clerk?	
XIV	Miscellaneous - have fiscal employees attended a training in the past year?	Which of the above employees have attended trainings?	
XIV	Miscellaneous - verify the Internal Control Guidelines were reviewed by the Board of Directors annually.	Which month were they approved by the Board?	