Typical Office—The Vanderlay Remarkable Student Program-- Revenue received by mail and in person when event scheduled.

Jane Doe is an OS2. She is the only person in the office with a couple of times drop in by student worker who is responsible for the filing and Jane’s supervisor, an Office Manager. This supervisor must step in and do Jane’s job when she is ill or on vacation. When Jane’s supervisor is on vacation, Jane is in the office alone except for the occasional appearances by the student worker. The cash and cash equivalents received are kept in a small locking cash box that is kept in a locked drawer in Jane’s desk. The keys to both are on Jane’s personal key ring and also the key ring belonging to the Office Manager. Jane’s desk is within ten feet of the office door with just a cubicle wall behind. The door to the office is locked when no one is in the room. The office receives about 25 payments a week for total less than $1,000 except when an event is scheduled. Then the total can be double that amount. Event tickets, when present, are kept in an unlocked drawer.

Jane opens the mail that contains checks, occasionally cash, and occasional credit card info. When people are entering the office to pay for an event, Jane handles the payments. She runs their credit cards and gives a receipt from the machine. If they pay with a check and ask for a receipt, Jane tells them their canceled check will be their receipt. If they pay with cash, they receive no receipt, just the tickets.

She enters all the payments into a spreadsheet that is in a shared file. Jane endorses the checks and counts the cash and places all in the cash box, locks it, and places in the file cabinet which is kept unlocked while someone is present in the room. Jane enters the cc info into the credit card swipe machine that is located behind the cubicle wall. She shreds the piece of paper containing the cc info. When the afternoon mail is delivered, she repeats the process. She then runs a tape for all the checks received for the day; settles the batch that is open on the credit card machine; and organizes the cash. She takes out a Cash Receipt Record, signs it, and fills out the accounting information. Jane removes the pink copy of the Cash Receipt Record and adds it to her file of these receipts. She puts the checks, cash, and credit card settlement into a tamper evident bag along with the cash receipt record.

The next morning Jane walks the deposit over the Cashiers Office. If the student worker is in, Jane has him walk the deposit over. While Jane or the student worker looks on, an employee of Cashiers counts the cash and fills in a vault receipt. The employee time stamps both the vault receipt and the Cash Receipt Record and gives the student worker the pink copy who returns it to Jane. Once Jane returns to the office she staples the pink copy of the Vault Receipt to the pink copy of Cash Receipt Record she keeps in her file. When the yellow copy is returned by the Cashiers Office, Jane attaches the pink copy to the yellow.

Once a month ends Jane runs a query on the indexes that she has listed on her Cash Receipt Records. If she sees a discrepancy, she notifies the Cashiers Office for resolution. She summarizes the monthly activity on a form supplied by the headquarters of the Vanderlay Remarkable Student Foundation and submits it electronically.

Internal Control Checklist:

Accountability:

Are the funds secured?

Are the keys secured?

Are passwords shared?

Are transfers documented?

Separation of duties:

Recordkeeping duties:

Authorization duties:

Asset Custody Duties:

Reconciliation duties:

Daily cash receipts:

Deposits to Banner:

Credit card to Bank:

Banner to Bank:

Physical security:

Deposits made daily:

Assets adequately stored:

Keys are secured:

Cash counting performed in dual custody:

Cash counting not visible:

Access to cash handling area restricted: