



**INTERNAL CONTROL QUESTIONNAIRE  
CASH HANDLING**

**Department** \_\_\_\_\_  
**Nature of Cash Funds Collected** \_\_\_\_\_  
**Date Completed** \_\_\_\_\_

QUESTION	YES	NO	N/A	REMARKS
<b>Policies and Procedures</b>				
1				Are all personnel who handle cash provided a copy of the University's <i>Cash Handling Policies and Procedures</i> ?
2				Are departmental policies and procedures current and in writing regarding how the department is to comply with the University's <i>Cash Handling Procedures</i> for the receipt, recording, safeguarding, deposit, and reconciliation of collections, including but not limited to the following: - Types of funds received at the department (cash, check, credit card, etc) -Account numbers to which deposits are credited - Fee schedule or price list stating how much should be collected
3				Do procedures for collecting credit card payments comply with the University's <i>Credit Card Processing and Security Policy</i> ?
<b>Cash and Check Receipt Handling</b>				
4				Are all checks endorsed immediately upon receipt?
5				Does completed check contain all of the required information?

QUESTION		YES	NO	N/A	REMARKS
6	Is a receipt immediately issued to the customer or donor for all transactions (either prenumbered manual or computer generated)?				
7	Are duplicate copies of receipts retained?				
8	Is the receipt book stored in a secure location?				
9	Does receipt contain following information? <i>-Current date</i> <i>-Amount receipted</i> <i>-Type of funds (cash, check, etc)</i> <i>-Name &amp; ID of person from whom money was received</i> <i>-Purpose of payment</i> <i>-Department/Organization to which receipt is to be credited</i> <i>-Signature of person writing receipt</i>				
10	Are all copies of voided receipts collected and maintained with "VOID" written on all copies?				
11	Is a reason provided for voided receipts?				
12	Does a supervisor initial both the voided AND new receipt?				
13	Are funds received during the day stored in a lockable bank bag for transporting to the bank/cashier?				
14	Are stored funds kept in a safe and secure (double locked) location until deposited?				
15	Are safe combinations restricted to a minimum number of employees or require dual control to be accessed?				
16	Is safe kept locked at all times when not in use?				
17	Are combinations changed after termination of an employee who previously had access?				
18	Does the cashier count and verify the change fund before accepting ownership?				

QUESTION		YES	NO	N/A	REMARKS
19	Are cash drawers assigned to one person and not shared across shift/employees? Is transfer of ownership documented?				
20	Is only one person able to access each cash drawer at any given time so that cash will at all times be in the possession and control of only one person?				
21	Is cash counted and verified (i.e., balanced) when cashiers return their drawers?				
22	Is mail log prepared by someone independent of the cash receipt process?				
23	Are receipt books regularly reviewed for missing receipts by someone other than the cashier?				
24	Are all cashier overages and shortages recorded in a log that is regularly reviewed by management?				
25	Does management investigate variations such as voids, no sales, refunds, errors, etc.?				
26	Are change funds periodically counted on a surprise basis by an independent employee and documented?				
<b>Deposits</b>					
24	Does someone independent of the cash receipt process reconcile receipt records to transaction record (receipts, mail log, tickets, cash register report, or other source documents) on a daily basis?				
25	Are credit card settlement reports included with the deposit?				
26	Are funds deposited within 24 hours of receipt?				
27	Does someone independent of the cash receipt process reconcile receipt records to the deposit slip?				
28	Is the department's prepared deposit reconciled to the cashier/bank receipt by management regularly to ensure all collected funds are deposited?				

QUESTION		YES	NO	N/A	REMARKS
29	Are visible indicators of management reviews (such as initials and dates) evident on reconciliation and other reports?				
<b>Refunds</b>					
30	Refunds are not issued from current collections.				
31	Requests for refunds are made in writing and submitted for review and approval by management and Accounts Payable with all supporting documentation (i.e., Check Request Form, etc.)				