

- 21 Are receivable detail ledgers balanced out with the general ledger control accounts?
- 22 Are all bank accounts with the general ledger controls?
- 23 Are adjustments to cash accounts approved by management?
- 24 Are bank statements delivered to the employee performing the reconciliation?

Incoming Mail Controls

- 25 Are receivables listed on a control sheet for comparison with the bank deposit ticket?
- 26 Are incoming checks immediately endorsed with a restrictive endorsement by the person opening the mail?
- 27 Is mail opened by a person other than the cashier?
- 28 Is a pre-list of cash receipts made by the mail opener and is it compared with the receipt record?
- 29 Are receipts given directly to the cashier from the mail opener?
- 30 Is a record made of all cash receipts in sequential manner?
- 31 Is the cashier's duties segregated from the person doing the billing and posting of payments to the client's account?
- 32 Are all overages and shortages reported to the manager?
- 33 Are cash receipts controlled and properly reconciled to cash register totals or controlled pre-numbered receipt forms?

Yes	No	N/A

Reconciliation Controls

- 34 Are bank accounts reconciled to accounting records promptly on a monthly basis by someone who doesn't sign checks?
- 35 Are duplicate bank deposit slips and bank receipts filed with the reconciler?
- 36 Are bank statements delivered to the reconciler unopened?
- 37 Are bank statements received via electronic means directly from the bank?
Is the bank reconciliation thorough enough to adequately uncover forgeries, alterations, improper endorsements,
- 38 unrecorded checks, confirmation of cash deposits, payees with differing records, check lapping, bank balance comparison with the general ledger, etc?
- 39 Are discrepancies researched, resolved and approved by someone other than the cashier or disbursement clerk?
- 40 Are outstanding checks periodically reviewed for propriety or stop payment?

Yes	No	N/A

Petty Cash

- 41 Are petty cash funds properly recorded in the general ledger?
- 42 Are surprise audits performed by management?
- 43 Are employees other than the custodian of petty cash denied access to the cash?
- 44 Are replenishment checks made payable to the custodian only?
- 45 Is the cash properly locked up when not in use?
- 46 Are all cash funds established on an imprest basis?
- 47 Are all disbursements of cash supported with receipts?
- 48 Are interest funds properly entered and reflected in the treasurer's monthly cash report and posted to the respective fund in the general ledger?

Yes	No	N/A

Checklist developed by Dave Worthing, administrative vice president of M&T Bank