**Cash Disbursement Controls**

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|  | **Currently In Place?** | |
|  | **Yes** | **No** |
| 1. Physical access to unprinted check stock is restricted: Check stock is stored in a locked cabinet under the custody of a responsible individual. |  |  |
| 1. Bank account reconciliations are prepared monthly (ideally by someone who is not involved in the cash disbursement or receipt process). |  |  |
| 1. Bank account reconciliations and bank statements are reviewed monthly by someone other than the preparer. |  |  |
| 1. System is configured with authority limits for check requests. The system will not allow checks to be processed and printed if the amount is over the requester’s authority limit. |  |  |
| 1. System is configured so that there must be a separate initiator / requestor of a check and approver. The initiator enters the disbursement to the system and the approver releases it. |  |  |
| 1. Authority limits for check signers are manually established and documented (but may not be built into the system) |  |  |
| 1. Check signing policies require dual signatures on checks over certain amounts. |  |  |
| 1. Access to add vendors to the accounts payable master file is restricted. |  |  |
| 1. Management’s review over cash disbursements, accounts payable and claims activity. For example, a monthly review of all cash disbursements. |  |  |
| 1. Positive pay feature for bank accounts (i.e., bank must be notified in advance of all check numbers and amounts) |  |  |
| 1. Limited authority to initiate and approve wire transfers. Wires must be initiated and approved by separate individuals. |  |  |
| 1. Individuals who have access to check stock and who print checks are not authorized signers on checking accounts. Checks must be signed by someone other than the preparer. |  |  |
| 1. Segregation of duties: the same person should not be performing any two of the following duties:  * Authorizing transactions / payments * Maintaining custody of check stock * Recording the transactions / payments in the accounting system * Reconciling the related activity to the general ledger. |  |  |
| 1. Policies and procedures have been established and documented relative to cash disbursements. |  |  |