

INTERNAL CONTROL ASSESSMENT QUESTIONNAIRE

Answer "yes" only when the entire question may be answered in the affirmative. A "yes" answer suggests an appropriate level of control is in place. A "no" answer suggests that a potential internal control weakness exists.

Call Internal Audit at 674-7594 if you have questions regarding this questionnaire or would like assistance in reviewing the results of this form.

General Business and Management Practices

	Yes	No
The department has an up-to-date organizational chart that depicts the responsibilities and reporting relationships of each employee.	<input type="checkbox"/>	<input type="checkbox"/>
The department has written department-specific policies and procedures for conducting the business and financial operations of the department. These policies and procedures designate approval (signature) authority and review responsibilities and cover necessary "how to" instructions, the opening and distribution of mail, key control, confidentiality issues and access to documents, information, software and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
The department maintains current written job descriptions for all staff members. The department has clearly communicated the delegation of duties when an employee is absent.	<input type="checkbox"/>	<input type="checkbox"/>
The department regularly communicates updates and reminders of policies and procedures to faculty and staff.	<input type="checkbox"/>	<input type="checkbox"/>
The department's employees are given appropriate training and supervision for their job functions.	<input type="checkbox"/>	<input type="checkbox"/>
Departmental staff and management are familiar with college policies and procedures as detailed in the Administrative Manual, Board of Regents, State of Nevada or other relevant directives.	<input type="checkbox"/>	<input type="checkbox"/>
The department has periodic staff meetings or other means of ensuring that relevant information impacting the department's business is communicated through out the department.	<input type="checkbox"/>	<input type="checkbox"/>
The department's management monitors and reviews compliance with college and departmental policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
A specific individual is responsible for reconciling monthly financial reports to supporting receipt and expenditure documentation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>
Based on the reconciliation of monthly financial reports, differences and discrepancies are identified and corrected on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>
One or more specific individuals have responsibility to monitor budget line amounts in order to meet financial obligations and to reduce rejected transactions.	<input type="checkbox"/>	<input type="checkbox"/>

Documents are retained for the appropriate time period. When no longer required, records are disposed in an appropriate manner.

At the end of the year, the department's financial records are reasonably stated. There are no material errors or violations of expenditure authority.

Cash Handling and Cash Receipts

Change funds are established and increased only as authorized by the Controller's Office and **NOT** through the retaining of unrecorded receipts.

The Controller's Office is notified when there is a change of custodian.

Only a limited number of essential employees have safe combinations and keys to cash boxes.

Funds are not used to make loans to employees or other individuals.

Safe combinations are changed periodically and after turnover in personnel assigned direct responsibility for the combinations. The date the combinations were last changed was _____ .

The department has no bank accounts of its own and receives no bank statements.

Change funds are used only as intended; checks and money orders are not accepted for more than the amount of the transaction (i.e., no cash back option). The department does **not** cash checks. Change funds are not used as petty cash funds. There are no cash refunds, except in the case of returned merchandise.

Checks and money orders are made payable to the "Board of Regents", not the college or left blank for later ink-stamping.

A restrictive endorsement is immediately placed on incoming checks and money orders when they are received.

Refunds are approved by someone other than the employee processing the refund, and except in the case of merchandise returns, are issued by the Controller's Office.

The person who opens the mail prepares a daily log of cash, checks and money orders received in the mail.

For funds received in person where the department does not use a cash register, the department issues standardized duplicate receipt forms when cash or checks are collected. Receipt forms are pre-numbered, used in sequential order and are prepared immediately when funds are collected.

Each cash register drawer or change fund box is secured when not in use. Each cash register drawer or change fund is the sole responsibility of only one person at a time. If the fund is passed from one person to another, an appropriate transfer of custody form is used.

Voided processed on cash registers are authorized by the processing employee's supervisor as evidenced with a signature.

At the end of each shift the person responsible for the change fund counts the fund and prepares a close-out sheet or other statement to reconcile the sales receipts to the sales documentation, which includes all supporting documentation (detail cash register tape, z-out tape, void authorization, credit card report, sales report, sign-in

sheet, etc.).

The person responsible for the sales receipts prepares a bank deposit slip (if applicable), and/or a cashier's receipt and deposits all funds received within the time required by TMCC policy. All funds collected are secured until deposit. The cashier's receipt accurately records overages and shortages.

At the end of each shift, a supervisor reviews the supporting documentation and approves the cash received/sales reconciliation (close-out sheet). The supervisor verifies that all checks received in the mail have been properly transacted. The supervisor assures that all appropriate supporting documentation is filed and retained with a copy of the deposit slip.

At least monthly, receipts for recurring revenues or accounts receivable are reconciled to assure that all receipts and revenues are accounted for.

Duties of opening mail, processing cash received by mail, and accounts receivable reconciliation are segregated among several individuals. There is no one individual responsible for two or more of these activities.

Individuals primarily responsible for handling cash or receipting functions take at least five consecutive days of annual leave each year, and their work is performed by other individuals in their absence.

The department has documented procedures and has assigned responsibility for pursuing payment for checks returned for insufficient funds.

Credit card transactions are processed in accordance with the bank's credit card standards, including verification of identification and signature comparison.

Credit card refunds are reviewed and approved by a second individual, as evidenced by a signature.

At the end of the year, the department's revenues and cash receipts are reasonably stated in its financial records. No material errors have been left uncorrected.

Petty Cash Funds

Petty cash funds are established and increased only as authorized by the Controller's Office and **NOT** through the retaining of unrecorded receipts.

The Controller's Office is notified when there is a change of custodian.

Petty cash funds are frequently reconciled to ensure that the cash on hand equals the authorized fund less the sum of unreimbursed expenditures.

Disbursements from petty cash funds are documented with detailed, original receipts which are submitted on a timely basis to the Controller's Office for reimbursement.

The fund is not used to make loans to employees or other individuals.

Petty cash funds are kept locked in a secure location except when being used to transact business (i.e., a locked drawer out of public view during business hours).

Only a limited number of essential employees have access to the petty cash funds.

Petty cash funds are verified on a regular, unannounced basis by someone other than the fund custodian.

General Expenditures

Management monitors and reviews expenditure records in order to ensure that all departmental expenditures are made in compliance with TMCC policies and are valid for departmental business purposes.

The department's accounting and management employees are familiar with the signature approvals required for travel, hosting and purchasing card expenditures.

The department informs the Controller's Office of any changes in signature authority due to transfers, retirements and other changes in employee status.

Purchasing card statements are reviewed, signed and dated by supervisors as required by TMCC policy.

Supporting documentation is attached to purchasing card statements, dpos, travel requests, request for checks and other expense documents.

Staff members assigned purchasing cards secure the cards to prevent unauthorized use.

College telephones and cellphones are monitored for personal calls. Employees report and reimburse the college for any personal calls.

Payroll, Leave Records and Human Resources

Management monitors and reviews leave and payroll records in order to ensure that leave records and timekeeping records are made in compliance with applicable policies.

Management assures that employees are knowledgeable about relevant policies and procedures for payroll and human resources.

Timecards are reviewed and approved by supervisors or other individuals who have specific knowledge regarding the hours worked by the employee.

Management ensure that employees submit leave requests in advance for annual leave, and within two days of return for sick leave.

Employees on a variable work schedule have submitted forms to Human Resources.

The department has obtained authorization for any additional employee fringe benefits provided and reported this information for payroll reporting purposes.

The department's payroll and human resource files are kept secure and confidential. The department has procedures to protect employee social security numbers from unauthorized access.

Safeguarding Assets

The department has assigned equipment inventory duties to a designated individual who is responsible for ensuring that purchased inventoriable equipment is tagged with an inventory sticker and that equipment transfers and other dispositions are documented in the department's files.

The department has assigned an individual to maintain the list of sensitive equipment, ensuring that all such purchases are accounted for on the list.

The department uses the Equipment Loan Form to document when TMCC equipment is removed from the department for off-campus work related activities.

The department has designated responsibility for ensuring that keys, equipment, purchasing cards and other property items are returned when a staff member separates from employment.

The department annually conducts a physical inventory of the fixed asset and sensitive equipment inventory lists.

Surplus equipment is disposed on in accordance with college policy and removed from the department's equipment listing.