

Regional School Internal Control Self-Assessment Questionnaire

Introduction

This Internal Control Self-Assessment Questionnaire is a multipurpose tool to be used by Regional School audit and compliance committees assessing the adequacy of internal controls within their organizations. The primary purpose of this tool is for the committee to **perform a self-review** in order to identify areas of weaknesses, non-compliance, and/or unsound business practices.

This assessment is **not** intended to cover all portions of the control environment and should be considered summary in nature.

This questionnaire is designed so that a “NO” response indicates an area of potential concern. A “NO” response suggests that the organization may be in non-compliance with a particular policy or procedure, and/or may have a missing or non-functioning control.

Regional School audit and compliance committees are encouraged to self-assess themselves at regular intervals, depending on the outcome of the initial self-assessment. A school with a significant number of “NO” responses should make needed changes and/or corrections, and then perform a follow-up self- assessment within a few months.

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	Yes	No	N/A
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Bank Reconciliation

Control Objective: To ensure every bank statement is promptly reconciled by a person not otherwise involved in the cash receipts and disbursements functions. To identify errors, irregularities, and adjustments for the Cash account.

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|--|--------------------------|--------------------------|--------------------------|
| 1. Are the bank accounts reconciled within a timely period after the end of each month? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the canonical administrator (or other responsible person) receive the bank statements unopened from the bank(s)? (Including cafeteria and organization accounts) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the canonical administrator open and review the bank statements and cancelled checks prior to the business manager / bookkeeper? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the canonical administrator open and review all finance related mail? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are bank reconciliations prepared by a person independent of the cash receiving, check processing, recording, and check signing functions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If the school processes financial transactions over the Internet, are appropriate safeguards in place? (i.e. dual authorization, https (security encryption), etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are all school bank accounts identified with the school's Federal ID #? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are local banks surveyed at least annually to obtain a complete listing of all accounts using the school name and / or Federal ID #? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Petty Cash

Control Objective: To ensure that petty cash funds are disbursed only for proper purposes, are adequately safeguarded, and are properly recorded.

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| 1. If a petty cash fund is maintained, is it maintained on an imprest basis? (i.e., cash plus receipts equals fixed petty cash) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the responsibility of the fund vested in a single custodian? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the types and amounts of petty cash disbursements limited to incidental purchases? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do persons receiving cash sign petty cash vouchers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are vouchers properly supported by invoices or receipts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is petty cash reimbursed by check only? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are petty cash reimbursement checks payable only to the custodian and not Cash? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are periodic counts of the petty cash fund made by an individual other than the custodian? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the cashing of checks out of the petty cash fund prohibited? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are there physical safeguards over petty cash funds, including fire-resistant boxes, vaults, etc.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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	Yes	No	N/A
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School Tuition & Fee Income

Control Objective: To ensure that all tuition and fees are promptly collected at the authorized rates, deposited, properly recorded, reconciled and kept under adequate security.

1. Describe the procedures used for counting and depositing tuition and fees receipts. (Include the person accepting funds; the storage of funds, who prepares the deposit slip; who deposits the money, etc.)

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| 2. Is tuition remitted by check, restrictively endorsed immediately upon receipt, payable only to the school? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are pre-numbered receipts issued? Is adequate control maintained over the sequence of used and unused numbers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the initial listing of receipts sent directly to the person responsible for the general ledger and bank reconciliation functions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does a duplicate listing accompany the receipts for use in preparing deposit slips? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is cash deposited in a bank account intact, and on a timely basis, by a person independent of the receiving and general ledger functions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the initial listing of receipts compared with the bank deposit slip(s)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is a receipts summary prepared for use in posting to the cash receipts journal or general ledger? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are cash receipts posted by a person independent of the cash receiving and processing functions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are tuition receipts periodically compared with the tuition revenue estimates in the operating budget by an independent person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is tuition revenue periodically compared with enrollment data by an independent person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are tuition adjustments, allowances, and credits approved by an authorized individual (i.e., canonical administrator)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. If an outside service (i.e. FACTS or Smart) is utilized to collect tuition: | | | |
| a. Are bank deposits linked to a school account? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the Principal review the external reports from the agency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Does the Principal reconcile credits and adjustments to bank deposits or other supporting documentation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are credit and adjustments approved by the Principal and in writing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Does the school have a before / after school care program? Summer Camp? If so, how are these funds collected and deposited? _____ | | | |
| 15. Describe the procedures used for collecting and depositing money received for field trips, candy sales, books sales, etc. _____ | | | |

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	Yes	No	N/A
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16. Who has access to undeposited cash receipts? _____

17. Does your school use PDS Office and Ledger? Yes No N/A

If yes:
 Is there a system administrator? _____ Yes No N/A
 Passwords? Yes No N/A
 User ID's? Yes No N/A

18. Is the system administrator someone other than the individual responsible for the day to day recordkeeping?

19. Are back-ups performed monthly? Yes No N/A
 And at year end? Yes No N/A
 How long are they retained? _____ years. Yes No N/A
 Are backups secured in another building on school premises? Yes No N/A

Other Income

1. If the school receives income from rental activities, preschool programs, use of parking lots or any other non-school related activities - please describe these activities and the controls surrounding them:

2. Are pre-numbered triplicate copy receipts issued for funds received in the school office?
 By whom? _____ Yes No N/A

3. Are these receipts reconciled to the bank deposit receipt?
 By whom? _____ Yes No N/A

4. Are these receipts retained for supporting documentation? Yes No N/A

Cash Disbursements

Control objective: To ensure that cash is disbursed only upon proper authorization of the canonical administrator, for valid school business, and that all disbursements are properly recorded.

1. Are invoices or requests for expense reimbursements supported by appropriate receipts and / or approval indicating receipt of goods or services? Yes No N/A

2. Are supporting documents (such as invoices) cancelled (check #, date, and amount) when checks are written? Yes No N/A

3. Are all disbursements, except petty cash, made by check? Yes No N/A

4. Are checks pre-numbered and used in sequence? Yes No N/A

5. Are checks made payable to specific payees and not to Cash? Yes No N/A

6. Are unused checks kept in a secure location with limited access when they are not in use? Yes No N/A

7. Is a check register or computer generated cash disbursements journal maintained by the person processing the checks? Yes No N/A

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8. Is check-signing authority, on all school accounts, vested in the canonical administrator (and other approved check signers) other than the bookkeeper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If a rubber signature stamp is used, does it remain in the canonical administrator's custody at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the signing of blank checks prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the canonical administrator review supporting documentation (i.e. invoices) prior to signing checks (or after, if signed by other authorized person)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. What procedures are used for the issuance of checks when the canonical administrator is away?			
13. Are cash disbursements posted to the cash disbursements journal or the general ledger by a person independent of the authorization, check processing and check signing functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are disbursements posted to the records at least on a weekly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are paid invoices filed alpha, by year, and maintained by the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are paid invoices retained for seven years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Does only the canonical administrator authorize new vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payroll

Control Objective: To ensure that payroll disbursements are made only upon proper authorization of management, to bonafide employees, that payroll disbursements are properly recorded, and that related legal requirements are complied with.

1. Does the School maintain personnel files with the following information:			
a. Uniform employment application and reference check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Job descriptions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Background check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Code of Conduct forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Performance reviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the School maintain payroll files with the following information:			
a. Salary or pay rates, changes in compensation and position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are compensation changes approved by canonical administrator in writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All Federal and NYS required forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a separate folder for employee I-9 forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there an employee handbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are vacations mandatory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the payroll prepared and checks distributed by separate individuals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the payroll register (or its equivalent) kept by the person processing the payroll checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all employees and non-employees paid by a check for services performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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8. Are all payroll checks issued with pre-numbered checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are payroll checks signed by the canonical administrator (or other approved check signer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the summary of the payroll register posted to the general ledger by a person independent of the payroll processing, check signing and authorization functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are bank statements and cancelled checks received directly and reconciled to the payroll register by a person independent of the processing, check signing and authorization functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the payroll distributed to the proper (general ledger) accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are the amounts withheld from the wages of each employee monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charitable Gaming

Control Objective: To ensure that all charitable gaming activities are conducted in accordance with the New York State Charitable Gaming Laws.

1. Are financial reports of the organization's charitable gaming activities reported to the appropriate governing body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are monthly financial reports of charitable gaming activity submitted to the parent organization (i.e. the school)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a separate checking account maintained for all receipts and disbursements related to each form of charitable gaming?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do the checks on these account(s) have preprinted consecutive numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all checks made payable to a specific person or corporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are checks made payable to "Cash" forbidden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all checks signed by at least two people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all receipts from charitable gaming deposited no later than the next banking day following the date of the charitable gaming session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the results of each gaming session fully and accurately documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the separate gaming account reconciled monthly by someone other than the person who is authorized to sign checks on that account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are all charitable gaming records retained for at least seven years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are all charitable gaming cash receipts counted by at least two people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are all charitable gaming financial reports prepared by someone other than the person(s) responsible for counting and depositing the cash receipts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	N/A
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Cafeteria

Control Objective: To ensure an adequate segregation of duties exists within the cafeteria operation. Please note the same general controls noted above are applicable for Cafeteria's also.

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|---|--------------------------|--------------------------|--------------------------|
| 1. Do Cafeteria personnel turn in daily logs of sales and receipts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are these logs compared to the actual cafeteria deposits on a weekly basis, by a person independent of both the cafeteria and bookkeeping functions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the processing of items for payment include a final approval for payment by someone independent of cafeteria operations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are internal routines under adequate control so that no one person has control over conflicting activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are internal financial statements available promptly after each month end? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

