

Internal Financial Review Worksheet

(All bank accounts must be reviewed)

Wing: _____

Fiscal Year and Quarter Reviewed: _____

Date Review Completed: _____

Name and Title: _____

Signature: _____

All questions answered with a “no” must be explained.

- Does the region/wing have a Director of Finance?..... Yes No
- Did the Finance Committee meet this quarter?..... Yes On What Date: _____ No
- Were minutes taken of the Finance Committee meeting? Yes No
- Did all checks over \$500 have two signatures? Yes No
- Did all checks over \$1500 have Finance Committee approval?..... Yes No
- Did you verify that members of the same household did not co-sign checks?..... Yes No
- Did you verify that there were no pre-signed checks and that blank check stock is secure? Yes No
- Did a random sample of paid checks all have supporting invoices?..... Yes No
- Did all invoices reviewed have necessary approvals? Yes No
- Were all withdrawals from investment accounts approved? Yes No
- Were all applicable reporting deadlines met? Yes No
- Does the region/wing use credit cards? Yes No
- If the region/wing uses credit or debit cards, is there a policy in place governing their use? . Yes No
- Is the financial software password-protected? Yes No
- Are all activity accounts recorded on the general ledger? Yes No
- Were all voided checks properly accounted for? Yes No
- Are all check numbers accounted for and sequential? Yes No
- Did you verify that checks were not made payable to cash? Yes No
- Did you verify that signers were not listed as payees on checks? Yes No
- Were all checking accounts reconciled each month?..... Yes No

Explain any questions answered with a “no.”

The check sample for each bank account will be a minimum of 5% of the total number of checks written during the quarter being reviewed.