

INTERNAL CONTROL QUESTIONNAIRE

Complete the Questionnaire by performing the following:

- 1) The Executive Director/Department Head is responsible for the accuracy and approval of the completed Internal Control Questionnaire (ICQ).
- 2) As evidence of the Executive Director/Department Head approval, the ICQ must be certified with a signature.
- 3) Please mark the the Yes or No box with an X.
- 4) Provide an explanation for all no answers.

General

	<u>YES</u>	<u>NO</u>	<u>If NO, please explain.</u>
a. Are accounting records updated, reconciled, and balanced monthly?			
b. Does the Director use a budget system for monitoring revenue and expenses?			
c. Are cash projections made?			
d. Are monthly or quarterly financial reports available to the contractor's Board?			
e. Are there written policies and procedures governing the accounting functions?			

Cash Receipts

a. Are cash receipts listed and traced to a journal?			
b. Are the bank reconciliations and the bank deposits performed by two different people?			

Cash Disbursements

a. Are all disbursements made by check?			
b. Does the authorized signer sign checks only after they are properly completed?			
c. Are the bank reconciliation and check writing performed by two different people?			

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Accounts Receivable

a.	Are Accounts Receivable Sub-ledgers maintained by someone having no access to the cash handling or deposit functions?			
b.	Are controls in place to ensure all services rendered are properly billed to recipient?			
c.	Are adequate policies in place to ensure effective collections and follow-up of past due accounts?			

Inventories (more than \$1000) & Property Assets

a.	Are perpetual inventory records maintained?			
b.	Are capital asset purchases approved by the appropriate level of management?			
c.	Is an annual physical inventory of equipment taken as a control over assets?			

Payroll

a.	Are time and attendance records maintained?			
b.	Does the appropriate supervisor examine and approve the time cards for accuracy?			

Internal Controls

a.	Does management review the internal control process to recommend changes to ensure compliance?			
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<u>TOTAL</u>			
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Agency History

a.	Has there been one or more substantiated charge(s) or violation(s) (such as embezzlement or charges of fraud) for your agency or employee of your agency within the past three years?	YES	NO	If YES, please explain and include actions taken to prevent future violations.

I certify that the above responses are true and correct.

X

Executive Director/Department Head Certification Signature

Date