

**ENTITY** \_\_\_\_\_ 2017 ICQs \_\_\_\_\_

June 30, 2017

**CONTROL ACTIVITIES**  
**TRANSFERS**

QUESTION	YES	NO	N/A	REMARKS
<p>A. Segregation of Duties</p>				
<p>1. Are all interfund transfers properly authorized and approved by appropriate officials?</p>				
<p>2. Does the entity use computer software to account for transfers between funds/accounts?</p>				
<p>a. Determine/verify access to programs, and functions within programs, is limited to those who have a legitimate need. Identify those with access.</p>				
<p>B. Procedural Controls</p>				
<p>1. Are transfers in and transfers out recorded in the proper funds, in the same accounting period and on a timely basis?</p>				
<p>2. Are interfund transfers balanced monthly?</p>				
<p>3. Are all interfund transfers adequately explained and documented?</p>				
<p>4. Are interfund transfers appropriately classified as transfers rather than revenues/expenditures?</p>				
<p>5. Are interfund receivables and payables identified at year end?</p>				
<p>C. Custody</p>				
<p>1. Is supporting documentation for interfund transfers retained?</p>				