

**ENTITY** \_\_\_\_\_ 2019 ICQs \_\_\_\_\_

June 30, 2019

**CONTROL ACTIVITIES**  
**RECEIPTS/REVENUES/RECEIVABLES**  
**DEFERRED OUTFLOWS**

QUESTION	YES	NO	N/A	REMARKS
<p>A. Segregation of Duties</p> <ol style="list-style-type: none"> <li>1. Are responsibilities for collection, deposit preparation and reconciliation functions segregated from those for recording and accounting of cash receipts?</li> <li>2. Is mail opened and distributed by some person other than accounting personnel?</li> <li>3. Are the responsibilities for maintaining detail accounts receivable records segregated from collections and records postings?</li> <li>4. Does the entity use computer software to account for receipts/revenues/receivables?               <ol style="list-style-type: none"> <li>a. Determine/verify access to programs, and functions within programs, is limited to those who have a legitimate need? Identify those with access.</li> <li>b. Are there procedures established for the recording of receipts on electronic fund transfers?</li> <li>c. Are rates entered into the computer for calculation of receivables (e.g. utility rates)? This may include new or updated rates.                   <ol style="list-style-type: none"> <li>1) Is an independent person entering the rates on the computer?</li> <li>2) Are the rates tested to ensure that the proper calculations are being made?</li> <li>3) Is the testing of the new/updated rates saved?</li> <li>4) Are the rates entered reviewed and approved? Who reviews and approves?</li> </ol> </li> </ol> </li> </ol> <p>B. Procedural Controls</p> <ol style="list-style-type: none"> <li>1. Is a list of receipts prepared by the mail opener?</li> <li>2. Are receipts given directly by the mail opener to accounting personnel responsible for deposit preparation?</li> <li>3. Is an independent reconciliation of recorded receipts to the initial listing performed?</li> <li>4. Are receipts deposited intact and timely?</li> <li>5. Are all checks payable to the entity deposited?</li> <li>6. Is a restrictive endorsement placed on each incoming check upon receipt?</li> <li>7. Are receipts controlled by use of pre-printed, pre-numbered licenses, receipts, validation and/or cash register?</li> </ol>				

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QUESTION	YES	NO	N/A	REMARKS
8. Are the numerical sequences monitored?				
9. Are voided receipts properly mutilated and retained?				
10. Is effective control provided over miscellaneous or unusual receipts?				
11. Do procedures exist to reconcile amounts collected to records of billings/remittances?				
12. Do procedures exist for:				
a. Independent review of the coding of the receipt to the appropriate account, fund, program and/or activity?				
b. Independent review of the coding to the proper fiscal year?				
13. Do controls exist over miscellaneous receipts?				
14. Are grant revenues processed under the same degree of controls applicable to the entity's other transactions?				
15. Do reasonable procedures and controls exist to provide assurance of compliance with grant requirements?				
16. Is a record maintained of amounts due but unpaid?				
17. Is an aging of receivables prepared and periodically reviewed for delinquent receivables?				
18. Is a reconciliation between the general ledger and subsidiary ledgers prepared?				
19. If so, are the material variances investigated and resolved?				
C. Custody				
1. Do facilities exist for protecting undeposited cash receipts?				