

Information Summary, Document Checklist and Questions

The following form has been developed to help ASBs maintain accurate information regarding general business operations and specific activities of all clubs at a school. When used in conjunction with one of the internal control checklists provided in this manual, it can help management be better aware of how a district's internal control structure and operations are set up in order to identify and correct any potential weaknesses or issues in ASB operations.

Organization

Fiscal year: July 1, 20 _____ - June 30, 20 _____

School Name: _____

Principal/School Administrator: _____

ASB Bookkeeper: _____

ASB Advisor: _____

Yes **No**

Board Policy allowing ASB Operations

Board Policy

Approved by Board of Education on: _____

Date

Administrative Regulations

Approved by Board of Education on: _____

Date

Is there an ASB constitution/bylaws for the general ASB?

Is there a constitution for each club/trust account?

Are only ASB funds maintained in ASB bank accounts?

Financial & Accounting

Accounting software name: _____

Accounting software version: _____

Names of individuals who have ASB accounting software access:

Does each school have an ASB safe?

Yes **No**

Names of individuals who know the combination to the ASB safe:

_____	_____
_____	_____
_____	_____

Are there any unapproved copies of the ASB accounting software?
(There should be only one working copy of the software)

Is the ASB accounting software backed up daily and the backup
copy kept in a separate and secure location?

Financial Statements for each approved club

- Submitted monthly to the district office?
- Reviewed, signed and dated by the district office?
- Provided monthly to each club/trust?
- All transactions, including transfers and journal entries, properly approved?

Bank Statements and Bank Reconciliations

- Reconciled monthly within two weeks of receipt of bank statements?
- Reviewed and approved by the principal/ASB advisor and district office?
- Reconciling journal and transfer entries authorized?
- Signed and dated by the individual performing the bank reconciliation?
- Signed and dated by the individual reviewing/approving
the bank reconciliation?

Annual Budget

- Prepared?
- Approved?
- Budget vs. actual results compared/reviewed regularly?
- Budget adjusted when actual amounts vary significantly?
- Carryover limited so it is not excessive?

Minutes

Are minutes are prepared for club meetings (organized and general ASB)?

Minutes Authorize

- Fundraising?
- Purchases?
- Establishment of clubs?

	Yes	No
Are the minutes approved by the club after they are reviewed for correctness?	<input type="checkbox"/>	<input type="checkbox"/>
Are the minutes shared with the general ASB?	<input type="checkbox"/>	<input type="checkbox"/>

Fundraising, Sales and Purchases

Are all club fund-raising activities approved and operated as stated in district policy?	<input type="checkbox"/>	<input type="checkbox"/>
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Cash Count Forms and Deposits

Are fundraising cash boxes checked in/out?	<input type="checkbox"/>	<input type="checkbox"/>
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Is the cash box startup cash counted and signed off on the cash count form by the person(s) receiving the cash box?	<input type="checkbox"/>	<input type="checkbox"/>
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Are starting/ending cash reconciled?	<input type="checkbox"/>	<input type="checkbox"/>
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Are all cash and funds collected pre-counted and do those responsible for the event sign off on the cash count form before cash is submitted to the ASB bookkeeper?	<input type="checkbox"/>	<input type="checkbox"/>
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Has the fundraising club advisor kept their copy of the cash count form after signing off that the funds have been counted and before submitting the confirmed deposit to the ASB bookkeeper?	<input type="checkbox"/>	<input type="checkbox"/>
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Has the ASB bookkeeper confirmed that the cash count form has been properly completed before accepting the funds for deposit?	<input type="checkbox"/>	<input type="checkbox"/>
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Has the ASB bookkeeper counted the funds in the presence of the individual(s) to confirm that the funds collected are accurate, and have both the ASB bookkeeper and witnesses resolved any differences and signed the cash count form indicating that the deposit is accurate?	<input type="checkbox"/>	<input type="checkbox"/>
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If the cash counted by the ASB bookkeeper and witness differs by less than \$5, the ASB bookkeeper may adjust the deposit and both the witness and ASB bookkeeper should initial and date all cash count form changes.

If the cash counted by the ASB bookkeeper and witness differs by more than \$5, the ASB bookkeeper should ask the club advisor to re-initial both the ASB bookkeeper's copy and the club advisor's copy of the cash count form.

These cash count form and deposit counting and signing procedures are an important safeguard against fraud, help protect both the ASB bookkeeper and advisor from allegations of fraud, and help establish the chain of custody in order to identify fraud.

Revenue Projection for Fundraising Activities and Other Events

Completed?	<input type="checkbox"/>	<input type="checkbox"/>
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Approved?	<input type="checkbox"/>	<input type="checkbox"/>
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Ticket Control (dance, etc.)

Completed?	<input type="checkbox"/>	<input type="checkbox"/>
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Approved?	<input type="checkbox"/>	<input type="checkbox"/>
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	Yes	No
<i>Student Store Inventory</i>		
Is inventory performed regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Do students count and sign off for each of their own cash register cash-outs?	<input type="checkbox"/>	<input type="checkbox"/>
Are student store deposits recorded on a cash count form and witnessed and signed by the student store representative and the witness?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Purchases and Disbursements."</i>		
Is a purchase order prepared for every ASB disbursement?	<input type="checkbox"/>	<input type="checkbox"/>
Are purchase orders dated and approved prior to the purchase?	<input type="checkbox"/>	<input type="checkbox"/>
Are received goods reconciled?	<input type="checkbox"/>	<input type="checkbox"/>
Are W-9 forms received and signed before payment is sent to any independent contractor?	<input type="checkbox"/>	<input type="checkbox"/>
Is the check register periodically reviewed to confirm no missing checks?	<input type="checkbox"/>	<input type="checkbox"/>
Are bank statement cancelled checks periodically reviewed to confirm that the payee on the check is the same as in the check register?	<input type="checkbox"/>	<input type="checkbox"/>
Year End		
<i>Electronic Backup</i>		
Accounting program data?	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets and other electronic data?	<input type="checkbox"/>	<input type="checkbox"/>
Backup copy documented and stored safely?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Listings Printed</i>		
Accounts receivable?	<input type="checkbox"/>	<input type="checkbox"/>
Accounts payable?	<input type="checkbox"/>	<input type="checkbox"/>
Student store inventory?	<input type="checkbox"/>	<input type="checkbox"/>
General ledger detail report?	<input type="checkbox"/>	<input type="checkbox"/>