

THIS IS A TEST VERSION OF THIS SURVEY
Responses will NOT be recorded.

Department of Medicine Pre-Audit Questionnaire

Progress: 

If received by mail, does the individual opening mail keep a log of cash and checks received, or make copies of the checks?

Yes

No

N/A, none received by mail

Does the employee(s) initially receiving funds (whether by mail or in person) restrictively endorse checks immediately upon receipt?

Yes

No

N/A, no receipt of checks

Is the division employee(s) who initially receive funds also responsible for reconciling the division accounts?

Yes

No

Is the individual(s) preparing the deposit voucher also responsible for initially receiving funds?

Yes

No

How are the funds retained by your division being secured overnight? Please describe below.

1000 characters left.

Does a division employee reconcile the log of cash and checks and/or pre-numbered receipts to deposit records?

Yes

No

N/A, don't use log or pre-numbered receipts

Does the individual(s) reconciling the log and/or receipts to the accounting records also initially receive funds (either by mail or in person)?

Yes

No

N/A, don't use or reconcile log or receipts to deposit records

Does the individual(s) reconciling the log and/or receipts to the accounting records also prepare deposit vouchers?

Yes

No

N/A, don't use or reconcile log or receipts to deposit records

Does the individual(s) reconciling the log and/or receipts to the accounting records also sign checks?

Yes

No

N/A, don't have external bank accounts

N/A, don't use or don't reconcile log and/or receipts to deposit records

Does your division have any accounts receivable?

Yes

No