



INTERNAL CONTROLS ARE A GOOD IDEA!

BASIC INTERNAL CONTROLS FOR RECEIPTS

- 👍 Use pre-numbered receipts for all intakes of money.
- 👍 Maintain strict control over all receipts, both issued and unissued.
- 👍 Issue triplicate receipts.
- 👍 Have a separate cash box/drawer/register for each person taking in money.
- 👍 Maintain strict control over the access to cash.
- 👍 Work mail independently of over the counter receipts.
- 👍 Place a restrictive endorsement on checks as soon as they're received.
- 👍 Use change funds for making change only.
- 👍 Have a space for indicating mode of payment on receipt forms.
- 👍 Be sure that receipts are signed or initialed by the person issuing.
- 👍 Have daily remittances or deposits.

BASIC INTERNAL CONTROLS FOR DISBURSEMENTS

- 👍 Always disburse funds with a check.
- 👍 Obtain a receipt for all remittances.
- 👍 Never pre-sign checks.
- 👍 Never make checks payable to "cash" or bearer".
- 👍 Always require proper authorization of checks.
- 👍 Always "VOID" a voided check and keep it with the checkbook.
- 👍 Safeguard a check signing machine or stamp, if authorized.
- 👍 Cancel supporting documents upon payment.
- 👍 Safeguard blank check stock.