

## Internal Controls Checklist by Job Responsibility

A “No” response to any of the following questions may indicate an internal control weakness. The district should perform a self-evaluation and investigate all potential weaknesses, and ensure that controls are put into place so that the weakness will no longer result in internal control issues.

District Business Office Staff	YES	NO	N/A	Comments
1. Does the district have a comprehensive board policy and administrative regulations that provide rules and regulations for ASB governance and operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Does the district have a comprehensive ASB manual with detailed procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Has the FCMAT ASB Account Manual, Fraud Prevention Guide and Desk Reference been adopted as part of the district’s ASB policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. If the district has a comprehensive manual, is it reviewed and updated, if necessary, at least annually? Does the update address areas of concern or confusion identified in the previous year’s audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Does the business office provide annual ASB training for all school and district employees who work with ASB activities, and retain a signed and dated training attendance log as proof that employees received training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Do members of the business office staff periodically (at least annually) visit each school to provide support and to review the ASB procedures used at the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Has the district ensured that school employees and students know whom to call in the district business office if they have questions or concerns about ASB and are unable to get answers at the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Has the business office taken immediate action to correct annual audit findings related to ASB activities? Are the school sites involved in developing action plans to ensure that the findings do not recur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	YES	NO	N/A	Comments
9. Are all proposed fundraising events approved by the governing board or its designee at the beginning of each school year? Is this list updated throughout the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Does the business office's sales tax report include the sales and use tax for the student store and other purchases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Before any disbursement is issued to any independent contractor, does the business office have on file a valid and signed IRS Form W-9, Request for Taxpayer Identification Number and Certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Does the business office issue 1099s for all independent contractors paid with ASB funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Has the business office developed standard forms, processes and systems for ASB operations districtwide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Does the business office receive and review periodic financial statements from the ASB organizations and sign and date that they have reviewed the documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Does the business office review the monthly bank reconciliations from the site ASBs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Does the district have access to an independent third-party fraud reporting whistleblower website and telephone hotline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Principal/School Administrator

The principal/school administrator is the primary manager and responsible person at the school site. This is where the ultimate responsibility lies for all activities on campus, from test scores and athletic events to parental satisfaction with teachers in the classroom. Many principals/school administrators delegate the responsibility and authority for ASB coordination and management to others, such as a vice principal, ASB advisor, club advisor and/or a teacher or other staff. This varies by school level and school size.

Some items listed as internal control questions for the principal/school administrator are equally important for the ASB advisor with delegated responsibilities.

Questions below that are more relevant to secondary schools or to schools with organized ASBs contain the notation [Secondary].

	YES	NO	N/A	Comments
1. At the beginning of each year, do you spend some time at a staff meeting discussing ASB issues, operations and internal controls at the school (e.g., what is allowed and what are the procedures)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Do you spend time each month discussing ASB activities with the ASB bookkeeper, particularly problems that are developing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Do you report any questionable or suspicious activities to the district's business office for investigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Do you verify that only ASB funds are maintained in ASB bank accounts? ASB bank accounts should not include PTA or booster club money, donations to non-ASB entities, or faculty charitable funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Is a formal application required from any students who want to establish a new club at the school? [Secondary]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Is each club advisor a certificated staff member of the district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Do the student council and all clubs have a constitution that establishes the policies and rules for student governance of the council or club? [Secondary]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Are all clubs required to prepare and maintain minutes of all club meetings, with all necessary items noted? [Secondary]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Are the student council and each club required to prepare, adopt and monitor a budget for the fiscal year? [Secondary]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	YES	NO	N/A	Comments
10. Do you ensure that only allowable expenses are paid from ASB funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Do you use a purchase order form with one required approval signature (unorganized) or three required approval signatures? [Secondary]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Are purchase orders dated and approved before the item is purchased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Do you ensure that students are approving expenditures and that adults (teachers, advisors or coaches) are not making the decisions? [Secondary]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. If food is sold in the student store, has it been approved by the director of food services? [Secondary Only. Primary grades cannot sell food daily.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Do you verify that all ASB bank accounts are reconciled within two weeks of receipt of the bank statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. If bank account reconciliations are not performed within two weeks of receipt of the bank statement, is a reconciliation completion promise date obtained and followed up to ensure the bank reconciliation is completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Are you one of the individuals authorized to sign ASB checks? Who are the other approved signers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Do you know whom the board has approved to sign contracts? Up to what amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Do you review the bank reconciliations each month and initial the bank statement as well as the reconciliation as evidence of your review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. If you clearly delegated specific responsibilities and authority to an ASB advisor or advisors, do you meet regularly to coordinate and collaborate regarding school site needs and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Is there a safe at the school with limited access that is adequate to hold all cash receipts until deposit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	YES	NO	N/A	Comments
22. Are bank deposits made within a few days of receipt, but at least weekly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Do you review ASB financial reports monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ASB Advisor**

The ASB advisor is a vital contributor to the success of ASB operations. This position is used in different ways in different LEAs statewide.

In numerous secondary schools, the principal/school administrator has delegated significant responsibility and authority to the ASB advisor. When this is the case, a number of the items identified above as internal control questions for the principal/school administrator apply to the ASB advisor.

	YES	NO	N/A	Comments
1. Do you feel that the district staff and/or the principal/school administrator have adequately explained your responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Do you know where to go for help if you have questions about ASB policies or procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Are you a certificated staff member of the district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Do you ensure that careful minutes are taken at each club meeting, with all necessary items noted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Do you help your club prepare and monitor an annual budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Do you monitor spending during the year to ensure that the club will not end the year with a large carryover balance or a negative balance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Do you work with your club to ensure that fundraisers are appropriate and adequate controls are in place to make them successful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Do you work with the students to establish and implement cash receipt control procedures for each fundraising event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Is potential revenue projected for each fundraising event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	YES	NO	N/A	Comments
10. Do you ensure that cash receipts are given to the ASB bookkeeper immediately, or as soon as possible, after the fundraising event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Do you ensure that those responsible for the fundraising event have had two people count all funds raised and that both individuals sign and date the fundraising cash collection form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Do you count the cash receipts in the presence of a second person, and do you both sign and date the form indicating that the counted funds are accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Do you keep duplicate copies of cash count forms, and all other forms that are part of the financial process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Do you understand what types of expenses ASB funds are allowed to be used for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Are you one of the individuals who preapproves expenditures (with a student representative and the principal/school administrator) via a purchase order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Do you review ASB financial reports monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Are you one of the authorized signers of the ASB checks? Who are the other approved signers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. If you are the advisor for the student store, are additional internal controls in place, such as comparing sales to inventory, periodic inventory of goods, and review of pricing policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Does the district provide staff development and training opportunities for you throughout the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ASB Bookkeeper

Many accounting functions need to be performed for ASB operations. In the best-case situation, a person with adequate time and appropriate technical skills and knowledge will be assigned to perform these functions. The staff member performing the following tasks may not have the official title of ASB Bookkeeper, but for purposes of this checklist, that is the title used for the person performing the ASB accounting functions at the school.

	YES	NO	N/A	Comments
1. Do you have sufficient time to devote to ASB recordkeeping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Do you provide each club with information on the revenues and expenses to date each month? Is this also provided to the ASB advisor, principal/school administrator and ASB treasurer? [Secondary]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Do you understand the appropriate internal controls for cash receipts from each type of fundraising event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Do you ensure that students and staff establish cash receipt control procedures for each fundraising event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Do you maintain an adequate stock of supplies for cash receipt control procedures, such as prenumbered tickets, prenumbered receipt books, and duplicate carbon cash count forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Do you ensure that the advisors turn in the appropriate documentation for the fundraising event in addition to the cash collected? This documentation includes reports on tickets issued and other items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Do you ensure that all cash count forms for fundraising and all events where funds are collected are counted and signed before you take custody of the deposit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. If a startup cash change box is issued, does the person(s) receiving the change count the startup cash in front of the ASB bookkeeper and sign indicating that the startup change is accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Is cash deposited into the bank account within a few days after it is collected and received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Are all expenses approved in advance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Do you have copies of the signed purchase orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	YES	NO	N/A	Comments
12. Is the purchase order dated and approved prior to the purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Are the checkbook and the check stock stored in a locked file cabinet or safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Is there a log that identifies the individuals who have access to the ASB safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Are expenses paid only with an original invoice and a document that verifies that the goods were received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Are two signatures required on all checks? Are there backup signers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Are checks made to vendors and employees only for reimbursements (not to cash)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Is a record maintained of all equipment purchased with ASB funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Do you have a process to determine whether a worker is an employee or an independent contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Are all employees who perform work for the ASB paid through the district's payroll and then invoiced to ASB?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Is an IRS Form W-9, Request for Taxpayer Identification Number and Certification, obtained from all independent contractors before any disbursements are issued to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Do you reconcile all bank accounts within two weeks of receipt of the bank statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Are all outstanding deposits and checks identified and do they clear the bank in a timely manner? (deposits should remain outstanding for no more than two or three days).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. If any journal entries or transfer entries are part of the bank reconciliation, are those entries authorized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Does the district provide staff development and training opportunities for you throughout the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____



	YES	NO	N/A	Comments
26. Is there a knowledgeable contact person in the business office to coordinate answering your questions and providing assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. Is the ASB recordkeeping computerized? If so, is the accounting software adequate to meet the needs of the district and clubs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
28. Is the computer on which the ASB accounting software resides user ID and password protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
29. Is the ASB accounting software protected by requiring a user ID and password for access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
30. Are ASB computer and accounting software passwords safeguarded, not given out, and changed periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
31. Are only ASB receipts deposited into the ASB account (e.g., not library fines or principal's/school administrator's discretionary accounts)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
32. Are you being listened to when you express concerns about expenditures or other items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
33. When money is brought to you from fundraisers, are you given time to count it in the person's presence and do you both sign and date the cash count form indicating that the funds agree?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_