



CHECK YOUR STANDARDS

A. AUTHORIZATION

CONSIDERATIONS:

1. Execution & Authorization:

- a) Is there a set of written policies & procedures - including an updated organization chart?
- b) Are employees made aware of policies & procedures?
- c) Is employee or supervisor acting within scope of authority?
- d) Are staff following management's intent?

2. Separation of Duties:

- a) Are duties clearly defines so that no one individual is responsible for a transaction from start to finish?
- b) Are procedures designed to provide appropriate checks & balances?
- c) Are key duties/responsibilities for *authorizing, processing, recording and reviewing transactions* divided among individuals (e.g. *different individuals authorize purchase / receive goods*)?
- d) Are sensitive functions rotated periodically?

B. DOCUMENTATION

1. Recording of Transactions:

- a) Are transactions promptly & properly recorded by persons other than those authorizing transactions or having custody of assets?
- b) Does documentation include pertinent facts (*names, dates, dollar amounts, description of occurrence, purpose of transaction*)?
- c) Are documents inventoried to determine who uses them and how they are stored?

2. Retrieval of Information:

- a) Are documents (*paper files or computer records*) readily available for examination?
- b) Do you have a contingency plan for disaster/loss recovery of information?

3. Access to Information:

- a) Is access to information limited to authorized individuals?
- b) Is use of information limited to appropriate individuals?
- c) Do you have a procedure for secure disposal/shredding of confidential information?

C. ASSET PROTECTION

1. Access to Assets:

- a) Is access to assets (cash accounts, food stocks, equipment inventory, vehicles) limited to authorized individuals? Remember - information is an asset. Are paper and computer files properly secured?
- b) Are assets secured in safe, locked filing cabinet, locked room. etc.?
- c) Are keys/combinations controlled and limited to authorized personnel only?

2. Accountability for Assets:

- a) Are individuals assigned/accountable for specific assets (e.g. *stores, gasoline supplies, commissary*) ?
- b) Are physical assets maintained in safe working order (e.g. *vehicles, computers, copiers, appliances*)?
- c) Is periodic inspection of facilities made for health & safety safeguards (e.g. *fire extinguisher recharging*) ?

3. Reconciliation of Assets:

- a) Are assets (e.g. computer equipment) duly tagged or labelled (with a decal)?
- b) Is an inventory of equipment and/or supplies kept and updated appropriately?
- c) Is periodic comparison made of the physical resources vs. documentation (*equipment/supplies inventories, bank reconciliations, heating oil tank readings*) ?