

Quarterly Compliance Checklist

Private Organization Name:

Reporting Period: Select Select (Year)

Name of Reviewing Official:

Title:

	YES	NO	N/A
1. <u>Segregation of Duties.</u> The following functions were performed by separate individuals:			
Purchase transaction initiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transaction approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processing and recording the payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transaction review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>Controlling Blank and Voided Checks</u>			
Bank checks are locked up and controlled at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voided checks have been properly defaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voided checks are stored in a secure location and are not destroyed or thrown away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Proper Check Accountability</u>			
Checks are pre-numbered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks are used in sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signatories do not pre-approve checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checkbooks not in use are properly secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Negotiability of Checks</u>			
Checks are made payable to specific payees, not to cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signatories are not writing checks to themselves or family members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payee names are completed in full and abbreviations are not used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All unused spaces have been cancelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A standard pen with non-erasable ink is used when writing checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Signing of Checks</u>			
All check signatories still hold their elected positions and are in good standing with the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A current list of check signatories is on file with the bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audits are conducted when changes in the Treasurer position occur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Disbursements Validity
 All necessary documentation (invoices, purchase orders, receipts) is provided with checks to be signed
 All necessary documents are readily available for audit
 Receipts are obtains for all transactions
7. Bank Reconciliations
 Bank reconciliations are being performed regularly
 Necessary documentation is filed as evidence
 Outstanding checks and used checks are examined for unauthorized and unusual endorsements
 Bank statements are examined for checks significantly out of sequence
 Support is requested for any unusual item in bank reconciliation
 Delays in deposits are researched and explained
 Filing procedures were reviewed to ensure records are being maintained in a satisfactory manner
8. Safety of Receipts and Deposits
 Safe(s) used to store cash/checks retained overnight are in good condition
 Proper safekeeping procedures are followed for any cash/checks retained overnight
9. Control of Receipts Received via Mail
 Mail is opened in the presence of at least one other PO officer
 All checks/cash received are registered in a register which is used in preparing bank reconciliations
 Individuals opening incoming mail immediately and restrictively endorses all checks received
10. Personal Liability. Documentation indicates that members understand their personal liability, if any, when the organization's assets are insufficient to discharge all liabilities upon dissolution.
11. Insurance. Insurance policy is either current and coverage sufficient, or an insurance waiver has been granted by the Commanding Officer, MCAS Iwakuni.
12. Fund-Raising Regulations. All organization events/activities/fund-raisers/meetings comply with existing fundraising regulations.
13. Reporting. Quarterly and annual reports are submitted in a timely manner to the MCCS Community Services Coordinator.

Date Review Conducted: Click or tap to enter a date.