Quarterly Compliance Checklist

Private Organization Name: [ ]

Reporting Period: [ ] Select (Year) [ ]

Name of Reviewing Official: [ ]

Title: [ ]

YES NO N/A

1. **Segregation of Duties.** The following functions were performed by separate individuals:
   - Purchase transaction initiation [ ] [ ] [ ]
   - Transaction approval [ ] [ ] [ ]
   - Processing and recording the payment [ ] [ ] [ ]
   - Transaction review [ ] [ ] [ ]

2. **Controlling Blank and Voided Checks**
   - Bank checks are locked up and controlled at all times [ ] [ ] [ ]
   - Voided checks have been properly defaced [ ] [ ] [ ]
   - Voided checks are stored in a secure location and are not destroyed or thrown away [ ] [ ] [ ]

3. **Proper Check Accountability**
   - Checks are pre-numbered [ ] [ ] [ ]
   - Checks are used in sequence [ ] [ ] [ ]
   - Signatories do not pre-approve checks [ ] [ ] [ ]
   - Checkbooks not in use are properly secured [ ] [ ] [ ]

4. **Negotiability of Checks**
   - Checks are made payable to specific payees, not to cash [ ] [ ] [ ]
   - Signatories are not writing checks to themselves or family members [ ] [ ] [ ]
   - Payee names are completed in full and abbreviations are not used [ ] [ ] [ ]
   - All unused spaces have been cancelled [ ] [ ] [ ]
   - A standard pen with non-erasable ink is used when writing checks [ ] [ ] [ ]

5. **Signing of Checks**
   - All check signatories still hold their elected positions and are in good standing with the organization [ ] [ ] [ ]
   - A current list of check signatories is on file with the bank [ ] [ ] [ ]
   - Audits are conducted when changes in the Treasurer position occur [ ] [ ] [ ]
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 obtained 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 endorse 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/fundraisers/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.