

## **Residential Petty Cash Review Outline**

Arrange for interviews, in their respective work space(s) and as their respective schedules permit.

- Accounting
- QA
- Program Coordinator(s)
- Director(s)

Areas of discussion to include but not limited to:

- Process and Procedures
  - Petty Cash fund amount(s)
  - Areas of concerns
  - Opportunities for efficiencies
  - Documentation
  - Handling and Maintenance
- Audit process
  - Audit period
  - Random sample
  - Review
    - Thorough and complete documentation
    - Adherence and compliancy
    - Security and control
- Review documentation onsite, make note of:
  - Inconsistencies
  - Inaccuracies
  - Inappropriate purchases
  - Streamlining process
- Copy any documentation that may be needed for support
- Complete Petty Cash Audit Form

### **Documentation in review:**

- Petty Cash Disbursement forms
- Petty Cash Reimbursement forms
- Receipts
- Check stubs retained for receipt of funds for replenishment

### **Audit Report**

- Prepare audit report to identify:
  - Month/year

- Type of audit
- Introduction
- Purpose
- Information gleaned
- Usage analysis
- Comments
- Recommendations
- Reference to all detail reports as attachment(s)