



THE CENTER FOR DISCOVERY

Fiscal Audit Internal Control Audit Form			
Name of person(s) performing review _____ Date: _____			
The Internal Control Environment			
1. Does the Center for Discovery maintain an up-to-date accounting policy and procedures manual?			
2. Are duties and reporting relationships of all accounting staff clearly defined?			
3. Do written procedures exist regarding the maintenance (for example for posting preparation of the trial balance etc.) of the general ledger and all subsidiary ledgers?			
4. Are all journal entries approved?			
Financial Planning, Condition and Governance			
1. Does a Finance and/or Budget Committee exist, and if so, are minutes of the meetings maintained?			
2. Is an annual budget presented to the Board for review and approval, prior to the beginning of the fiscal year?			
3. Is the budget supported by assumptions regarding how budgeted amounts were determined?			
4. Are actual revenues and expenses compared to projections, and periodically presented to the board?			
5. Is a cash flow projection presented for Board review and approval, prior to the beginning of the fiscal year?			
6. Are actual cash flows compared to projections, and periodically presented to the Board?			
7. Is a balance sheet presented to the Board at least quarterly?			
8. Does the Board formally review and accept the certified financial statements and the management letter if one is received?			
9. Does the Board have a quorum at all meetings?			
10. Has the Center for Discovery been reviewed by any other external agency in the past two years (Attorney General, the State education Department, the office of mental hygiene, etc.)?			

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Name of person(s) performing review _____ **Date:** _____

Conflict of Interest	Yes	No	Comments
1. Does the Center for Discovery have a written policy to address conflicts of interest?			
2.a. Does the Center for Discovery conduct business with Board members, executive staff, or relatives of either?			
2.b. If yes: <ul style="list-style-type: none"> • are these transactions disclosed on the agency's CFR? • are they discussed by the Board included in Board minutes • are bids, quotes or other documentation required? • Can the affected Board member(s) participate in discussion and voting? 			
3. Are any relatives of board members employed by the agency?			
4. Are any relatives of agency executive staff employed by the Center for Discovery?			
Compensation and Benefits of the Executive Director			
1. Is the compensation, fringe benefits and other terms of employment for the Executive Director approved by the board?			
2. Does the Board approve the Executive Director's accrual and use of leave?			
3. Does a Board member approve expense reimbursements and credit card transactions for the Executive Director?			
Billing and Accounts Receivable			
1. Is there a monthly aging of accounts receivable?			
2. Does the Center for Discovery have a procedure to review aged receivables?			
3. Are there follow up efforts to collect on aged receivables?			
4. Has the Center for Discovery written off any receivable during the last two years?			

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Name of person(s) performing review _____ **Date:** _____

Cash Receipts	Yes	No	Comments
1. Is control established immediately over all checks received?			
2. Are checks deposited by someone other than the person initially receiving the checks?			
3. Are checks deposited promptly?			
4.a. Does the Center for Discovery receive cash?			
4.b. If yes, are these receipts controlled?			
Payroll			
1. Are withholding tax and employee benefit payments (i.e. health insurance) current?			
2. Is there supervisory approval of attendance data?			
3. Do changes in compensation need approval?			
4. Do personnel files contain a history of pay rate increases?			
5.a. Other than salaries, do any employees receive other taxable benefits?			
5.b. Does The Center for Discovery have a process to ensure benefits are reported for tax purposes?			
Credit Cards			
1. Does The Center for Discovery have credit or debit cards assigned to specific employees?			
2. Is advance approval required for credit or debit card use?			
3. Are detailed receipts required for all credit and debit card purchases that are reviewed by an appropriate supervisor, or a Board member for purchases by the Executive Director?			
4. Are detailed receipts compared to the credit card statement?			

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Name of person(s) performing review _____ **Date:** _____

Purchasing, Receiving, Accounts Payable and Cash Disbursements	Yes	No	Comments
1. Does The Center for Discovery have purchasing policies and procedures?			
2. Are purchase orders required for all purchases?			
3. Are purchase orders pre-numbered, reviewed and approved?			
4. Are there thresholds for when competitive bids are required?			
5. Are there circumstances when other than the low bidder is selected?			
6. Is the receipt of goods or services verified before payment is made?			
7. Is an accounts payable aging prepared?			
8. Are invoices compared to purchase orders prior to payment?			
9. Are invoices cancelled to assure that double payments are not made?			
10. Is there an approval process for cash disbursements?			
11. Are payments made only on original invoices?			
12. Is there a process for approval of employee expense reimbursements?			
Bank Reconciliations			
1. Are bank reconciliations completed monthly?			
2. Is there a supervisory review of the reconciliations?			
3. Are reconciliations prepared by someone independent of cash receipts and disbursement responsibilities?			
4. Are bank reconciliations current? (last statement reconciled?)			
5. Are checks outstanding for extended periods investigated?			
Equipment			
1. Is sensitive equipment inventoried and safeguarded? (i.e. computers, vehicles?)			
2. Is any equipment assigned to a specific individual?			
3. Have you had any insured or uninsured losses of assets?			
4. is there a process to account for all equipment?			

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Name of person(s) performing review _____ **Date:** _____

Petty Cash	Yes	No	Comments
1. Does The Center for Discovery have a petty cash fund?			
2. Are disbursements documented by receipts or petty cash vouchers?			
3. Are reimbursements reviewed and approved?			
4. Is the fund assigned to a single petty cash custodian?			
Contract Services			
1. Is there a contract for each consultant used by The Center for Discovery?			
2. Are duties, responsibilities and reporting requirements defined in the contract?			
3. Does the contract specify the amount of compensation?			
4. Are rates paid to consultants compared to contract amounts?			
5. Are 1099s issued to each consultant, as appropriate?			
Personal Allowance			
1. Are there written policies and procedures for Personal Allowance?			
2. Is a copy of the policy and procedures available at each site?			
3. Are the consumers' funds audited periodically?			
Cost of Living Adjustments			
1. Did The center for Discovery participate in the COLA program during the last fiscal year?			
2. Does The Center for Discovery have documentation to support the total amount requested and demonstrating the complete distribution of funds received to eligible employees?			