

PASADENA INDEPENDENT SCHOOL DISTRICT INTERNAL AUDIT

Cash Handling Self Assessment

School/Department _____ Date _____

The purpose of this self-assessment is to provide you with a tool to evaluate your existing processes and controls and to identify any risk of loss through error, noncompliance, or theft. Please use this tool to self-evaluate your campus/department for compliance with District policies and guidelines and to make improvements where necessary. If you need assistance, please contact Internal Audit at 713-740-0245.

Test Assessment	Yes or No	Self-Identified Recommendations for Improvement for assessment where "No" was answered
Receiving Funds		
A	Is cash always received by an authorized collector other than the secretary/bookkeeper whenever possible?	
B	Are monies received always received in cash collection system immediately after receiving monies?	
C	Does secretary/bookkeeper verify that check is made payable to Pasadena ISD or campus, endorse with "For Deposit Only" then receipt immediately after receiving check?	
D	Are receipts signed by the authorized collector and the secretary/bookkeeper?	
E	Are receipts coded to the correct general ledger account, activity and allocated to the correct cash collection?	
F	Are deposits made as often as stated in the Business Office Precedure Manual according to the campus level?	
Safeguarding Funds		
G	Is staff using blue locking bags to secure collected money and is each collector issued their own bag?	

H	Does secretary/bookkeeper keep a log of blue locking bags that are issued to staff?		
I	Are personal and District funds always kept separate?		
J	Is staff careful to never handle or store funds from external organizations?		
K	Is campus safe in a secure area that has limited access and being utilized to secure money pending a deposit?		
L	Is safe bolted in a locked area?		
M	Are safes locked at all times when unattended?		
N	Are safe combinations and/or keys restricted to a minimum number of staff?		
O	Is there a designated administrator on campus who has the combinations and/or keys to all safes?		
P	Are safe combinations and keys changed at the transfer or termination of key employees or based on other security reasons?		
Transporting/Counting			
Q	Is cash always counted in a private secure location and transported securely during normal working hours?		
R	Are monies that need to be taken off campus always transported by armour car or Pasadena ISD Police Officers?		
S	Does the person accepting a deposit bag sign the log each time the bag changes custody?		