

**PASADENA INDEPENDENT SCHOOL DISTRICT
INTERNAL AUDIT**

Surprise Cash Counts 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
A	Does the collected cash on hand balance back to the amount received?		
B	Does the petty cash on hand balance back to the general ledger?		
C	Is all money secured with limited access?		
D	Have all the checks been receipted when they were received?		
E	Are checks received stamped "For Deposit Only"?		

