

| Process | Sub-Process | What (Objective) | Why (Risk or Exposure) | RETURN TO MENU | How (Applicable Controls) | Control Number |
|--|--|---|--|----------------|--|----------------|
| A Cash and Cash Handling | A1 Cash Receipts and Application | Cash receipts (post-dated checks, checks for deposit) are physically safeguarded. | Possible loss or theft of cash and postdated checks may occur. | | Cash and postdated checks are kept in a locked, secure place prior to deposit. | A1-1.1.1 |
| | | | | | Where feasible and cost justified electronic surveillance is used. | A1-1.1.2 |
| | | | | | Access codes (e.g., lock combinations, keys) are restricted and changed as needed (e.g., when a key has been lost or combination shared). | A1-1.1.3 |
| | | | | | Situations where cash is held overnight should be avoided; however, when necessary additional measures segregating cash from those who can access the cash should be taken (e.g., keys should not be kept with lock bags). | A1-1.1.4 |
| | | Only authentic cash and near cash instruments (e.g., currency / bills, credit / debit cards) are accepted. | Possible loss of real cash (change) and theft of goods or services. | | Cash and near cash instruments (e.g., currency / bills, credit / debit cards) are reviewed for authenticity. | A1-2.1.1 |
| | | | | | Checks and money orders are made payable to the County, not individuals. | |
| | | Cash receipts from all identified sources are deposited timely. | Late or inaccurate information in evaluating customer accounts and/or loss or theft of cash receipts may result in inaccurate financial reporting. | | Cash receipts from all identified sources are deposited timely. | A1-3.1.1 |
| | | | | | County policy requires all balances greater than \$250 or older than six (6) days be deposited. | |
| | | Cash receipts from all identified sources are reconciled against bank deposits and/or bank statements timely. | Loss or theft of cash / near cash may not be detected in a timely manner. | | Cash and near cash deposits from all sources are reconciled against deposits and bank statements. | A1-3.1.2 |
| | | All cash has an accountable steward. | Multiple stewards of cash may result in inadequate safeguarding and subsequent loss of the cash. | | Cash assigned to an employee (e.g., cash drawer) is counted and the employee acknowledges accountability for the cash | A1-3.1.3 |
| | | | | | All cash is counted and then returned by the employee to supervision, who acknowledges receipt of the cash. Cash logs should be maintained per Records Retention policies. | A1-3.1.4 |
| | | Cash receipts are recorded completely and accurately. Cash sources include product sales, accounts receivable collections, asset sales, discard sales, intercountry transfers, and any other sources. Payment types include cash, check, Automated Clearing House (ACH), wire transfer, credit cards, and Auto scribe checks. | Cash receipts may not be recorded when received and cash amounts deposited may not equal cash receipts recorded. | | All cash deposits are promptly recorded in the general ledger when received and a reconciliation is made daily of all cash deposits to the general ledger. | A1-4.1.1 |
| | | | | | All transactions (includes sales, refunds and voids) are recorded and valid documents (e.g., receipts) given. | A1-4.1.2 |
| | | | | | Payment advice types and/or cash application programs are configured for all types of incoming payments to facilitate matching of receipts to customer accounts. | A1-4.1.3 |
| | | | | | Unapplied cash receipts are reviewed and cleared timely. | A1-4.1.4 |
| | | | | | Bank accounts related to cash, near cash and accounts receivable activity are reconciled to the general ledger monthly. | A1-4.1.5 |
| Petty cash funds are safeguarded, used only for approved purposes; proper approval and documentation are kept. | Petty cash is not used for County purposes and/or misappropriated. | | Petty cash funds are assigned to one individual. Funds are only disbursed upon proper approval with only proper documentation. Funds and receipts are kept and replenishment / reconciliation is performed as needed, but at least annually. | A1-4.1.6 | | |
| Lock box systems and records are appropriately safeguarded. | Loss or unauthorized changes may occur and go undetected. | | Access to lock box systems and records is appropriately restricted and is reviewed, at least annually, by management. | A1-5.1.1 | | |
| Records (e.g., receipts, deposits, bank statements, reconciliations) are safeguarded and maintained per Record Retention policies. | Records are not maintained; transaction and custody evidence is lost. | | Records (e.g., receipts, deposits, bank statements, reconciliations) are reviewed at least annually for safeguarding and maintenance per State and County Record Retention policies. | A1-5.1.2 | | |
| Adequate segregation of duties exists among the authorization, custody of assets, recording of transactions and reconciliation. | Lack of segregation of duties may result in misappropriation of assets, inaccurate financial reporting, errors or irregularities, and/or improper and undetected use of funds or modification of data. | | Adequate segregation of duties is maintained as documented in the <u>SOD matrix section</u> . | A1-6.1.1 | | |