

**Internal Financial Review Worksheet – Part I**

(All bank accounts must be reviewed)

Wing: \_\_\_\_\_

Fiscal Year and Quarter Reviewed: 20  Qtr 1  Qtr 2  Qtr 3  Qtr 4  
(Choose One Quarter) Oct, Nov, Dec Jan, Feb, Mar Apr, May, Jun Jul, Aug, Sep

Date Review Completed: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Review Sent to Wing Financial Analyst: \_\_\_\_\_

**All questions answered with a “no” must be explained.**

- Does the wing have a Director of Finance? .....  Yes  No
- Did the Finance Committee meet this quarter?.....  Yes On What Date: \_\_\_\_\_  No
- Were Finance Committee minutes documented in writing? .....  Yes  No
- Did all checks over \$500 have two signatures? .....  Yes  No
- Did all invoices over \$1500 have Finance Committee approval?.....  Yes  No
- Did you verify that members of the same household did not co-sign checks? .....  Yes  No
- Did you verify that there were no pre-signed checks and that blank check stock is secure?  Yes  No
- Did a random sample of paid checks all have supporting invoices?.....  Yes  No
- Did all invoices reviewed have necessary approvals? .....  Yes  No
- Were all withdrawals from investment accounts approved? .....  Yes  No
- Were all applicable reporting deadlines met? .....  Yes  No
- Does the wing use credit cards? .....  Yes  No
- If the wing uses credit or debit cards, is there a policy in place governing their use? .....  Yes  No
- Was all credit card usage documented with itemized receipts? .....  Yes  No
- Are all special activity accounts recorded in QuickBooks®?.....  Yes  No
- Are all voided checks recorded in QuickBooks®, filed, and available for review? .....  Yes  No
- Are all check numbers accounted for and sequential? .....  Yes  No
- Did you verify that checks were not made payable to cash? .....  Yes  No
- Did you verify that signers were not listed as payees on checks? .....  Yes  No
- Were all checking accounts reconciled each month?.....  Yes  No
- Were all bank reconciliations reviewed and signed by a member of the finance committee?....  Yes  No
- Did a sample of CAPFs 108 have fuel receipts attached?.....  Yes  No

**Explain any questions answered with a “no.”**

**The check sample for each bank account will be a minimum of 5% of the total number of checks written during the quarter being reviewed or 20 checks, whichever is larger.**

**Part II must be completed.**

