

Handout 1 – Lessons Learned County Audits

From the Fiscal Policy – Council Monitoring Sections

COUNCIL MONITORING (Section 3.1)

- The council treasurer, or their council member designee, shall monitor this internal control segregation of duties procedures by reviewing the log file at each regular council meeting, and document review completion.
- Periodically and unannounced another staff member other than the office assistant and bookkeeper will open all the mail upon delivery, stamp checks, and write appropriate receipts. The reviewing staff member shall document this action, date and sign this internal control log. This log will be reviewed and initialed by the council treasurer, or their council member designee.

COUNCIL MONITORING (Section 3.4)

- Prior to the council approving payment, a council member who did not sign the check for remittance shall check off each voucher against the Voucher report printed out from the accounting system.
- The county extension council treasurer or designee shall present to the extension council the following monthly financial reports for approval:
 - Voucher Report, which lists the voucher/check number, name of vendor, amount of check, total amount of expenditures
 - Balance Sheet, which provides bank account balances, payroll liabilities and fund/sub-fund balances
 - Summary Revenue and Expense Report which shows the actual income and expense compared to the budget
 - Reconciliation Posting Journal and Outstanding Transaction Report
 - Copy of the bank statement
- At least quarterly a council member that does not have check signing authority will: sign and date the bank statements and reconciliation posting journal after reviewing for timely deposit, reasonable account balance, large or inappropriate expenditures, cash withdrawals and unauthorized expenditures, and discrepancies in deposits to what is reported on the monthly Revenue and Expense Reports.

COUNCIL MONITORING (Section 6.2)

- The extension council treasurer or designee shall review the minimum monthly standard reports with the bookkeeper prior to the extension council meeting: Balance Sheet, Detailed Revenue and Expense Report, Summary Revenue and Expense Report, Voucher Report, Reconciliation Posting Journal, Outstanding Transactions Report, other reporting specific to county (i.e.: Agency Account), and the bank statement(s).
- On a non-scheduled regular basis, the extension council treasurer or designee shall conduct an internal review of the procedures established for the accounting system.