

Handout 2 - Lessons Learned County Audits

Best Practices for Oversight

- Follow proper policies and documented procedures
- Review voucher report: checks, EFTs, Direct Deposits and Cash Deposits
 - ✓ Sequential order
 - ✓ Unusual amounts
 - ✓ Uncommon vendors
 - ✓ Electronic Fund Transfers (EFTs)
 - ✓ Voided Checks accounted for
- Require and maintain original, itemized receipts for all disbursements, including employee reimbursements, credit card statements, charge accounts (grocery stores); review the supporting documentation to ensure an appropriate purpose of the disbursements.
- Payroll – use of TimeClock Plus, approved, signed
- Review reimbursements - approval
- Review reports, bank statements and reconciliation documents
- Keep accurate minutes (wage/salary increases documented)
- Internal Control Log implemented and reviewed
- ASK QUESTIONS!