**2.5 INTERNAL CONTROLS/SEGREGATION OF DUTIES**

| **Process Steps** | **Name** | **Position** |
| --- | --- | --- |
| Opens mail, logs checks, invoices |  |  |
| Prepares bank deposits |  |  |
| Makes bank deposits |  |  |
| Initiates purchase orders |  |  |
| Matches receipts to POs to invoices |  |  |
| Reviews in-kind valuation accuracy |  |  |
| Codes expenses, verifies accuracy |  |  |
| Enters invoices into accounts payable |  |  |
| Prepares check requests/EFT |  |  |
| Approves check requests/EFT |  |  |
| Runs checks and mails/EFT |  |  |
| Mails checks/Orders EFT Run |  |  |
| Signs checks (electronic signatures not allowed). Counter-signs checks |  |  |
| Mails checks |  |  |
| Files check copies & documentation |  |  |
| Prepares bank reconciliations |  |  |
| Approves bank reconciliations |  |  |
| Makes journal entries |  |  |
| Creates agency-wide and individual program budgets and revisions |  |  |
| Submits budgets, revisions to board |  |  |
| Develops an agency cost-allocation plan  |  |  |
| When did CFO last receive OMB Circular Training? | Date: |  |