



Segregation of Duties Checklist

Checklist Instructions

This checklist consists of three separate control grids: Revenue and Cash Receipts, Purchasing and Disbursements, and Payroll and Human Resources. Each grid contains a Control Step column and Columns 1 through 5 that correspond to a job position within your organization.

To complete each control grid:

1. Enter your organization name, preparer name, preparer title, and date prepared in the section below.
2. Replace the terms Position 1 through 5 with actual positions within your organization. Position 1 should be the highest-ranking position in your organization chart and Position 5 the lowest ranking. If you do not have 5 positions, just fill in as many positions that are applicable. As an example. Position 1. CFO, Position 2. Accounting Manager, Position 3. Program Manager, Position 4. Accounting Coordinator, Position 5. Accounts Payable Specialist.
3. For each control step, type an “x” in the column(s) that corresponds to the position that performs the step. If the control step is not applicable, type “na” in column 1.
4. Certain terminology may not correspond exactly with your organization’s terminology. We request that you do not change the language of the control step. Use your best judgment to relate the steps to comparable steps in your organization.

Organization Name	
Preparer Name	
Preparer Title	
Date Prepared	

Control Grid 1 (of 3) - Revenue and Cash Receipts

1. Position 1
2. Position 2
3. Position 3
4. Position 4
5. Position 5

Control Step	1	2	3	4	5
Produces invoice to bill customer/funder					
Approves invoice/voucher to government agency					
Enters invoice into A/R system					
Receives deposits					
Prepares deposit ticket or scans checks for remote deposit capture					
Prepares initial record of funds collected					
Processes credit card payments					
Enters payments into A/R system					
Reconciles actual deposits with A/R posting					
Authorizes credits or other adjustments					
Posts credits/adjustments to A/R system					
Authorizes write-off of bad debts					
Posts bad debt write-offs to A/R system					
Prepares periodic customer statements					
Reconciles A/R with general ledger					
Reconciles bank statement					
Reviews bank reconciliation					
Reviews A/R aging					
Performs follow-up calls on old A/R					

Control Grid 2 (of 3) – Purchasing and Disbursements

1. Position 1
2. Position 2
3. Position 3
4. Position 4
5. Position 5

Control step	1	2	3	4	5
Inputs data into vendor master file					
Obtains Form W-9 from new contractors					
Initiates purchases					
Authorizes purchases					
Prepares purchase order/requisition					
Prepares request for proposal					
Administers collection of proposals					
Evaluates proposals					
Selects contractor/vendor					
Receives contractor/vendor invoice					
Approves contractor/vendor invoice					
Assigns general ledger coding					
Inputs invoice into A/P system					
Selects A/P to be paid					
Runs A/P checks					
Reviews checks					
Signs checks					
Mails checks					
Maintains custody of unused checks					
Reconciles A/P to general ledger					
Reviews cancelled checks					

Control Grid 3 (of 3) – Payroll and Human Resources

1. Position 1
2. Position 2
3. Position 3
4. Position 4
5. Position 5

Control Step	1	2	3	4	5
Authorizes new hires					
Authorizes salary adjustments					
Authorizes terminations					
Sets up new employee in P/R system					
Enters salary adjustments to P/R system					
Enters direct deposit info. in P/R system					
Deletes terminated employees from P/R					
Reviews changes to payroll master file					
Approves timesheets					
Enters timesheets					
Reviews input of timesheet data					
Reviews distribution of time					
Reviews payroll register					
Submits payroll					
Prints annual W-2 forms					
Reviews annual W-2 forms					