

CONTROL SELF-ASSESSMENT

CASH RECEIPTS

1. Have procedures been developed which specify how the unit is to comply with University requirements regarding the recording, safeguarding, deposit, and reconciliation of receipts? (Receipts include cash, checks, and credit card transactions.)
 Yes No Not Applicable

2. Are cash receipts physically safeguarded against theft and loss?
 Yes No Not Applicable

3. Are pre-numbered or cash register receipts promptly issued to individuals for in-person payments?
 Yes No Not Applicable

4. Are customers instructed to make checks payable to the University of Illinois?
 Yes No Not Applicable

5. Are checks promptly restrictively endorsed for deposit only to the University of Illinois?
 Yes No Not Applicable

6. Are receipts deposited in accordance with University policy (i.e., at least weekly, or when \$200 or more has accumulated)?
 Yes No Not Applicable

7. Are receipts deposited intact, with no cash retained or expended?
 Yes No Not Applicable

8. Are cash shortages identified and analyzed to determine if corrective action is necessary?
 Yes No Not Applicable

9. Does an individual independent of the person who deposits the funds verify that the validated report of cash received (returned from Cashiering or the Bursar) agrees to the unit's records?
 Yes No Not Applicable