

- Revenue
 - Use GAR for accounts receivable
 - Look at your processes and see the need for standardizing – stop getting exceptions
 - Use analytical reviews to assist in reconciliations when there are lack of segregation of duties. E.g., 10 attendees at \$10 per person, we should have \$1000. Why did we only collect \$800?
- Cash
 - Challenge whether we truly need to deal with or accept cash
 - Discuss the possibility of accepting credit card payments via a website (Mark Henkel-Treasury, AITS)
- Self Supporting
 - Assessing the need for self-supporting activities. Are there opportunities to eliminate smaller operations which aren't profitable but consume inordinate resources? Cost/Benefit
- Focus controls in higher risk areas
 - Reconciliations / expenditures
 - According to risk tolerance, establish a threshold for review or reconciliation
 - Determine whether existing transaction processing for various types of transactions accomplishes satisfactory control over the processing (segregation, appropriate funding source, approvals, etc) to allow the choice to relieve some level of Banner statement reconciliation of targeted transaction populations. Consider monthly statement reconciliation controls as well.
 - Always ask for documentation or additional support if anything seems "off". Follow your gut
 - JV's are the least controlled transaction, need to be reviewed effectively
- Segregation
 - With smaller staff sizes, explore possibilities to utilize employees outside of the department / within college to achieve adequate segregation of duties
- Shadow Systems
 - Review use of CFOP structure to achieve effective and efficient reporting via Banner
- Budget
 - Do it!
 - Set a budget, put it into Banner, and monitor against it
 - Investigate differences
- Inventory
 - Seek approval to do cycle counts instead on an annual count from OBFS (less taxing to your resources)
- Moveable Equipment
 - Focus on big dollar/easier to steal items
 - Keep equipment loan forms up to date
- Payroll
 - Use electronic timesheets – not paper
- PCard/TCard
 - Review limits periodically
 - Revoke unnecessary cards (infrequent use)
 - Move as much to iBuy as possible