

### Separation of Financial Duties Worksheet

Instructions: In the top row of each column, enter the names and titles of the individuals who have responsibility for financial duties. In the following rows, place a checkmark below the name of individual completing each task.

Task	Position or Individual Performing the Task					
Name of Individuals → → → → →						
<b><i>Cash Management</i></b>						
• Receives Cash (e.g., opens mail)						
• Prepares & Posts Receipts						
• Prepares Deposits Slips						
• Banks the Deposits						
• Reconciles Bank Statements						
• Custodian of Petty Cash						
• Replenishes Petty Cash						
• Audits Petty Cash						
• Maintains General Ledger						
<b><i>Disbursements and Purchase Orders</i></b>						
• Prepares Requests for Purchases						
• Approves Purchase Orders						
• Verifies Receipts of Goods/Services						
• Prepares Requests for Funds						
• Authorizes Disbursements						
• Prepares Checks						
• Signs Checks (co-signature required for amount >\$_____)						
• Signs Checks – Machine/Online						
• Custodian/Check Signing Device						
• Custodian of Blank Checks						
• Compares Check with Voucher						
• Mails or Distributes Checks						

**Financial & Grants Management 101  
Handout 2**

• Posts Disbursements						
• Maintains General Ledger						
• Computes Cost Allocation of Expenses						
<b><i>Payroll</i></b>						
• Records Time on Timesheets						
• Approves Timesheets						
• Maintains Staff Timesheets						
• Maintains Member Timesheets *						
• Enters Payment to Staff/Member						
• Reconciles Wage Distribution **						
• Approves Payroll Actions						
<b><i>Financial Reporting</i></b>						
• Tracks Match Contributions						
• Prepares Financial Reports						
• Approves Financial Reports						
• Prepares Annual Audit: A-133, other						
• Prepares financial reports to Federal government (submissions to Commission/Parent, FFR)						
• Resolves Audit Findings						
• Prepares IRS financial reports: 990						

**Comments:**

**Other Related Duties:**

\* = AmeriCorps programs only

\*\* = Government agencies only, in accordance with OmniCircular, Cost Principles for State, Local, Indian Tribal Governments