**AmeriCorps Office of Monitoring – Segregation of Duties Worksheet**

**Please fill out the name and title for each staff person responsible for the duties listed below. For each duty listed, mark with an ‘x’ who is responsible.**

|  | **~~~ Employee Name and Functional Title ~~~** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Name: John Doe*  *Title: Sample* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* | *Name*  *Title* |
| * Receives cash (opens mail) | X |  |  |  |  |  |  |  |  |  |  |  |
| * Prepares and posts receipts |  |  |  |  |  |  |  |  |  |  |  |  |
| * Prepares bank deposits | X |  |  |  |  |  |  |  |  |  |  |  |
| * Banks the deposit |  |  |  |  |  |  |  |  |  |  |  |  |
| * Reconciles bank accounts | X |  |  |  |  |  |  |  |  |  |  |  |
| * Custodian of Petty Cash |  |  |  |  |  |  |  |  |  |  |  |  |
| * Replenishes petty cash |  |  |  |  |  |  |  |  |  |  |  |  |
| * Audits petty cash |  |  |  |  |  |  |  |  |  |  |  |  |
| * Approves timesheets |  |  |  |  |  |  |  |  |  |  |  |  |
| * Maintains staff timesheets |  |  |  |  |  |  |  |  |  |  |  |  |
| * Maintains member timesheets |  |  |  |  |  |  |  |  |  |  |  |  |
| * Reconciles wage distribution |  |  |  |  |  |  |  |  |  |  |  |  |
| * Approves payroll actions |  |  |  |  |  |  |  |  |  |  |  |  |
| * Approves purchase orders |  |  |  |  |  |  |  |  |  |  |  |  |
| * Verifies receipt of goods/services |  |  |  |  |  |  |  |  |  |  |  |  |
| * Prepares requests for funds |  |  |  |  |  |  |  |  |  |  |  |  |
| * Authorizes disbursements |  |  |  |  |  |  |  |  |  |  |  |  |
| * Prepares checks |  |  |  |  |  |  |  |  |  |  |  |  |
| * Manually signs checks |  |  |  |  |  |  |  |  |  |  |  |  |
| * Compares checks with vouchers |  |  |  |  |  |  |  |  |  |  |  |  |
| * Mails or distributes checks |  |  |  |  |  |  |  |  |  |  |  |  |
| * Maintains general ledger |  |  |  |  |  |  |  |  |  |  |  |  |
| * Computes cost allocation of expenses |  |  |  |  |  |  |  |  |  |  |  |  |
| * Tracks match contributions |  |  |  |  |  |  |  |  |  |  |  |  |
| * Prepares organizational/program financial reports |  |  |  |  |  |  |  |  |  |  |  |  |
| * Approves organizational/program financial reports |  |  |  |  |  |  |  |  |  |  |  |  |
| * Prepares annual single audit |  |  |  |  |  |  |  |  |  |  |  |  |
| * Prepares federal financial reports |  |  |  |  |  |  |  |  |  |  |  |  |
| * Approves federal financial reports |  |  |  |  |  |  |  |  |  |  |  |  |
| * Submits federal financial reports |  |  |  |  |  |  |  |  |  |  |  |  |
| * Draws funds from Payment Management System |  |  |  |  |  |  |  |  |  |  |  |  |
| * Conducts employee/member National Service Criminal History Checks |  |  |  |  |  |  |  |  |  |  |  |  |
| * Retains documentation of National Service Criminal History Checks |  |  |  |  |  |  |  |  |  |  |  |  |