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

**Please fill out the name and title for each staff person responsible foe 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
 |  |  |  |  |  |  |  |  |  |  |  |  |