**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. Please feel free to annotate this document as you see fit to represent your organization’s procedures.**

|  | **~~~ 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 |  |  |  |  |  |  |  |  |  |  |  |  |