# CASH RECEIPTS FLOWCHART

START

Are you responsible for cash receipts? Answer questions 1-20

No → END, FLOWCHART DOES NOT APPLY.

Yes

Is there adequate segregation of duties? Answer questions 1-5

No → Are other procedural controls sufficient? Answer questions 6-20

No → Are there mitigating circumstances?

No → There is a deficiency in internal controls that must be rectified by additional procedures and monitoring

Yes → Continue to document internal controls

Yes (Are other procedural controls sufficient?)

Yes (Are there mitigating circumstances?) → Continue to document internal controls

Develop action plan

END

Do you receive the cash and/or prepare deposits? Answer question 6-20

No → Continue to document internal controls

Yes

Do you receive bank statements and/or prepare reconciliations? Answer questions 11-20

No → Continue to document internal controls

Yes

Are the procedural controls adequate?

No → Are there mitigating circumstances?

No → There is a deficiency in internal controls that must be rectified by additional procedures and monitoring

Yes → File evaluation END

Yes (Are there mitigating circumstances?) → File evaluation END

Develop action plan

END