

SEGREGATION OF DUTIES

Two-Person Segregation

Bookkeeper	Executive Director
Post accounts payable	Prepare invoices
Post accounts receivable	Record initial charges and pledges
Reconcile petty cash	Open mail/receive cash
Write checks	Mail checks
Post general ledger	Approve invoices for payment
Reconcile bank statements	Distribute payroll
Post credits/debits	Authorize check requests
Process payroll	Approve employee time sheets
Approve payroll	Sign checks
	Sign employee contracts
	Complete deposit slips
	Perform interfund transfers

Three-Person Segregation

Bookkeeper	SCSEP Worker	Executive Director
Post accounts payable	Open mail/receive cash	Prepare invoices
Post accounts receivable	Record initial charges & pledges	Approve invoices for payment
Reconcile petty cash	Complete check log	Distribute payroll
Write checks	Mail checks	Authorize check requests
Post general ledger	Complete mail log	Approve employee time sheets
Reconcile bank statements		Sign checks
Post credits/debits		Sign employee contracts
Process payroll		Complete deposit slips
Approve payroll		Perform interfund transfers

Four-Person Segregation

Bookkeeper	SCSEP Worker/Op Admin	Executive Director
Post accounts payable	Open mail/receive cash	Prepare invoices
Post accounts receivable	Record initial charges & pledges	Approve invoices for payment
Reconcile petty cash	Complete check log	Distribute payroll
Write checks	Mail checks	Authorize check requests
Post general ledger	Complete mail log	Approve employee time sheets
Post credits/debits		Sign checks
Process payroll		Sign employee contracts
Approve payroll		Complete deposit slips
		Perform interfund transfers

Board Treasurer/President

- Review and Approve Reconciled Bank Statements
- Review and Approve Reconciled Credit Card Statement
- Sign checks requiring dual signature