



## **INTERNAL CONTROL OVER BLANK CHECK STOCK**

Date of Origin: 3/28/2016

Modification Date(s): 9/11/2018, 2/25/2020

Date of Last Review: 3/10/2020

### **I. Purpose**

To identify the rules and procedures related to internal control over blank check stock.

### **II. Policy**

Blank check stock and the signature stamp will be kept in separate locked cabinets. Operating account checks will be in the possession of the Finance Associate-Accounts Payable. Payroll account checks will be in the possession of the Finance Associate-Payroll. The signature stamp will be in the possession of the Finance Manager.

The keys to the cabinets will be kept in a secure location by each of the employee(s) responsible as stated above. A multi-step approval and verification process will be used to ensure that check payments are accurate and verified..

### **III. Procedure**

Accounts Payable:

1. The Finance Associate-Accounts Payable submits a weekly A/P request to the Finance Manager and Director of Operations for approval before checks are printed.
2. Upon approval of the Director of Operations (or delegate), the Finance Associate-Accounts Payable prints approved payments and obtains the signature stamps and stamps the checks.
3. Checks are mailed by the Finance Associate-Accounts Payable.
4. The Finance Manager ensures the A/P ledger matches the general ledger on a monthly basis and performs a reconciliation of the A/P aging.
5. The Director of Operations verifies payments match approved amount and that there are no missing check numbers week to week.

Payroll:

1. The Finance Associate-Payroll will request all manual payroll checks and provide a list of checks to the Director of Operations or Accounting Manager.
2. The Accounting Manager will stamp the checks and verify them.
3. The checks will be returned to the Finance Associate-Payroll to be prepared for mailing or distribution.

4. The Accounting Manager will mail/distribute the checks.

  
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Scott Tash, CEO

3-12-2020  
Date