

CASH EXPENDITURES

RESPONSIBILITIES	PROCESS	SUPPORT DOCUMENTS
Cashier/Secretary		
Collects Invoices	<ol style="list-style-type: none"> 1. Collects invoices received 2. Gets approval on each invoice that goods/services received 3. Batches invoices on a payment sheet listing customer and amount of invoice 4. Totals batch and sends to accounting (batch control sheet) 	1. Invoices
		
Bookkeeper/Clerk		
Prepares Checks	<ol style="list-style-type: none"> 5. Creates multipart, pre-numbered payment voucher for each invoice in batch 6. Codes accounting information on voucher 7. Prepares checks 8. Sends total packet to approver 	2. Payment Voucher (pre-numbered, multipart)
		3. Checks
		
Accountant		
Reviews and Approves Payment	<ol style="list-style-type: none"> 9. Compares payment vouchers to batch control sheet 10. Signs checks 11. Reconciles bank statement on a monthly basis 12. Enters payment information into Cash Disbursements Journal 	4. Bank Statement
		5. Cash Disbursements Journal

Disbursements in Cash

- Keep to a minimum.
- Use petty cash for small payments.
- Batch cash payments rather than pay individually.
- Write a check to "cash" for amount of voucher.
- Make sure all appropriate approvals take place.
- Make sure cash is protected.
- Have recipients sign for cash received.
- Reconcile receipts to batch listing.

Internal Control Risks

- All payments are supported by an invoice or request for payment.
- All cash disbursements are recorded in the Cash Disbursements Journal.
- No one person handles cash disbursement transaction from beginning to end.