

EXAMPLES OF INTERNAL CONTROLS

Expenditure

Segregation of Duties
Processing Accounts Payable
Processing Disbursements
Maintaining Supplier Master File

Fixed Assets

Segregation of Duties
Acquiring Fixed Assets
Depreciating Fixed Assets
Disposing of Fixed Assets
Valuation of Fixed Assets
Maintaining Fixed Assets Register and/or Master File

Inventory Management

Segregation of Duties
Managing Inventory
Inventory Costing
Handling Finished Products
Shipping Finished Products
Maintaining Inventory Master File

Payroll and Personnel

Segregation of Duties
Hiring Personnel
Terminating Personnel
Recording Time
Calculating and Disbursing Payroll
Maintaining Payroll Master File

Revenue

Segregation of Duties
Invoicing, Sales Returns and Adjustments
Monitoring Collection and Processing Cash Receipts
Maintaining Customer Master File

Treasury

Segregation Duties
Borrowing
Managing Cash and Investments
Managing Derivative Transactions