

SCHOOL INTERNAL AUDITS

Archdiocese of Atlanta Catholic Schools
School Business Manager Meeting
December 11, 2012

Who are We?

- * Internal Auditors
- * On the same Team
- * Trying to Help
- * Seasoned Professionals (Over 200 years experience)
 - John Bokina
 - Anthony (Tony) Hauck
 - Patricia (Holly) Orsagh
 - Colleen Uhlir
 - Deanna (Dea) Carlson
 - Laura Irvine
 - Richard Sheedwith
 - Paul Tooher

What should you expect?

- * Courtesy & Respect
- * Professionalism
- * Timeliness
- * Minimal Disruption
- * Questions
- * Observations
- * Review for Accuracy before Reporting
- * Focus on Best Practices
- * See us every year 😊

What Do We Look For?

- * Best Practices
- * Focus on Process and Procedures
- * Internal Control Environment
- * Are you Protected
- * Is the Principal Protected
- * Are all Employees & Volunteers Protected
- * Are outside resources accessed to help/verify
- * Training Opportunities

What Do We Look For?

- *The single best resource to understand all that we look at:

**Archdiocese of Atlanta
Best Practices Document**

What Do We Look For?

Examples (Receipts & Reconciliation)

- * Are the **people** handling cash/checks/deposits different than those controlling accounting, FACTS, etc.?
- * Has the school minimized the point of entry for receipts?
- * Is there capability & process for after hour collection, counting and deposit on site by parent organization sales? Library Book Sales? No money leaves premises?
- * Is the student database maintained by someone outside the billing/collection/accounting process?
- * Are various data sets reconciled to each other?
(e.g.- FACTS Billing to Student database, Extended Care, etc. & published rates to Accounting)

What Do We Look For?

Examples (3rd Party Review)

- * Are reconciliations reviewed and approved by the Principal? Finance Council/SAC Finance sub-committee? Signed, dated and file maintained?
- * Are all bank accounts on the books? Reconciled monthly? Compared to Balance Sheet, Reviewed and approved by the finance council? Signed & Dated?
- * Are Official & Final Statement of Activities, Balance Sheet & Journal Entries produced, reviewed and approved by the Principal monthly? Distributed, reviewed and approved monthly by the FC? Signed & Dated?
- * Are Generally Accepted Accounting Principles for Non-Profits being consistently applied in Logos/Blackbaud?

What Do We Look For?

Examples (Personnel & The IRS)

- * Are Employee Files complete and current with all forms completed accurately?
- * Does employee Paychex data match the current employee file documents?
- * Are hourly employees work time documented and approved for each pay period? Timesheets or TLO?
- * Does the Principal review and approve the pre and post payroll processing reports?
- * Are Independent Contractor files complete? 1099's issued appropriately?

What Do We Look For?

Examples (Payables & Approvals)

- * Do you have and are you following clearly defined payable procedures?
- * Do you use Purchase Orders? Check Requests? Are they approved by the appropriate authority? Include receipts/invoice?
- * Have you established spending limits by department? Individual?
- * Do you use credit cards? How are they controlled?
- * Have you restricted all school bank account debit cards?

What Do We Look For?

Examples (Training & Reference)

- * Do you have current and up-to-date written procedures for all processes?

What Do We Look For?

- * You can look for the same things.
- * Ask yourself those 20 questions and you will be well on your way to ensuring a well controlled environment
- * Where.....

Everyone Is Protected!