

## Sample School/CSPC Internal Audit Questionnaire

Process	Co. ID	Question
Funds Collection	A.1	Are funds collected by the teaching staff, from the students, directed to you on day collected?
Funds Collection	A.2	If no to A.1, where are the funds stored?
Funds Collection	A.3	Describe the process followed by staff when handling funds before it arrives to person responsible for recording it.
Funds Collection	A.4	Is the process in A.3 documented? If yes, provide a copy.
Recording	B.1	Are all funds/bank accounts included in the General Ledger (i.e. nutrition program)?
Recording	B.2	Are all funds/monies collected, relating to school activities, deposited into the bank accounts?
Recording	B.3	Are there any activities which do not run through the General Ledger?
Recording	B.4	What control(s) are in place to ensure all information recorded in the General Ledger is correct?
Recording	B.5	How do you know when an invoice is paid?
Recording	B.6	Does an original invoice accompany each request for payment?
Recording	B.7	Is there any requirement to have pre-signed cheques on-hand? If yes, under what circumstances?
Recording	B.8	Are the physical cheques numbered? Do you print out cheques or issue manually?
Recording	B.9	If cheques are numbered, are all cheques accounted for, including any voided cheques?
Recording	B.10	Under what circumstances have you found it necessary to make cash disbursements instead of using a cheque?
Recording	B.11	Do School Generated Funds have a Petty Cash float? If yes, how often is a Petty Cash Reconciliation completed?
Recording	B.12	Is the bank account set up as a statement only ? (no passbook)
Recording	B.13	What deposit forms/receipt logs are used by the school? Provide copies of each.
Recording	B.14	How do revenues and expenses get tracked to ensure all is being reported and recorded relating to specific school trips?
Recording	B.15	How often are bank deposits made?
Recording	B.16	Have there been any payments made to staff that was not an expense re-imburement? If yes, explain the nature of the payment.

## Sample School/CSPC Internal Audit Questionnaire

Process	Co. ID	Question
Reporting	C.1	Are all bank accounts included in the General Ledger?
Reporting	C.2.	Do you complete, review and sign the bank reconciliation on a monthly basis?
Reporting	C.3	Other than the bank reconciliation, what other reports do you review on a regular basis? Are they signed?
Reporting	C.4	Do you have any concerns or need help with anything relating to management of school funds?
Reporting	C.5	Are stamped bank deposit forms kept with the school's records?
Reporting	C.6	Is HST paid tracked in KEV?
Reporting	C.7	Has your school implemented the standard funds collection/disbursement forms?
CSPC	D.1	Do you have a Catholic School Parent Council (CSPC)?
CSPC	D.2	If yes to D.1, do they have their own bank account?
CSPC	D.3	If yes CSPC funds are managed in KEV, who tracks the spend?
CSPC	D.4	Who is responsible for preparing monthly reporting from CSPC (including bank reconciliation and revenues and expenses)?
CSPC	D.5	Who is responsible for the review and sign-off of the reports in question D.4?
CSPC	D.6	Has your CSPC implemented the standard funds collection/disbursement forms?
CSPC	D.7	Do you have a Fundraising Plan developed in conjunction with your CSPC?
CSPC	D.8	Who has signing authority on the CSPC bank account?
CSPC	D.9	Who reviews, signs and dates the annual CSPC financial reports?
CSPC	D.10	Do you have any reason to suspect any fraudulent activity with the CSPC funds?
CSPC	D.11	If it hasn't already, will your CSPC bank account be consolidated with the school bank account? If yes, what is the expected timeframe for this to happen?
CSPC	D1.12	Is your CSPC bank account set up for EFT (electronic funds transfer) with any vendors?
CSPC	D.13	Have any concerns been expressed at the CSPC meetings about the amount of collections from fundraising activities?
General	E.1	Do you have any suspicions with respect to the theft of funds or other fraudulent activity?
General	E.2	Have there been any changes in the current school year to personnel handing funds in the school?
General	E.3	Who is responsible for reviewing the school's general email account?
Security	F.1	Where are school funds (cash or cheque) stored in the school before deposited into bank?
Security	F.2.	Where is the cheque stock stored in the school? Who has access to unused cheques?

### Sample School/CSPC Internal Audit Questionnaire

Process	Co. ID	Question
Security	F.3	Who has signing authority of any school bank accounts?
Security	F.4	Who has access to the accounting records?
Security	F.5	What control(s) are in place to ensure payee name on cheque is not the same as signing authority?
Security	F.6	Do you have a bank card?
Security	F.7	Is there any requirement to make cash withdrawals, ATM withdrawals, direct debit purchases from the school bank accounts?
Security	F.8	Are there at least 2 people present at all times when funds are counted in preparation of a bank deposit?
Security	F.9	Are deposit forms signed by both individuals?
Security	F.10	Who are the signing authorities on your bank accounts? Please provide bank confirmation of same.
Approvals	G.1	Does supporting documentation accompany each request for payment and reviewed by signing authority?
Approvals	G.2	Has there been a change in bank signing authorities in the current school year?
P- Card Trans.	H.1	Are P- Cards made out in the name of the school?
P- Card Trans.	H.2	Are P- Cards kept by the School Principal?
P- Card Trans.	H.3	Is a P-Card tracking sheet used to monitor the signing out of the card?
P- Card Trans.	H.4	Are P-Card statements reconciled to invoices/receipts?
KEV	I.1	Who is responsibly for your school's banking on KEV for the SGF account? SNP, if applicable?
KEV	I.4	What is your KEV adoption rate? What steps have you taken to increase parents registration?
KEV	I.5	How many events has your school created in KEV? Usage rate?
KEV	I.6	How has handling of cash and cheque changed for your school with the introduction of KEV?
KEV	I.7	If you haven't already, is the school planning on adopting the School Cash Express option to allow teachers and CSPC access to create events on the system? What steps have taken place to implement this option?

Approval

\_\_\_\_\_  
Principal's name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's signature