



Take the Plunge: Diving In to Fiscal Grants Management, Handout 2 CNCS Office of Grants Management

Separation of Financial Duties Worksheet - Sample

Task	Position or Individual Performing the Task				
	Executive Director	Financial Officer	Finance Clerk	Administrative Assistant	Commission or Board member
Cash Management					
• Receives Cash				x	
• Posts Receipts			x		
• Deposits Receipts		x			
Bookkeeping					
• Reconciles Bank Statements				x	
• Maintains General Ledger		x	x		
Disbursements and Purchase Orders					
• Approves Purchase Orders		x			
• Verifies Receipts of Goods/Services			x		
• Prepares Requests for Funds			x		
• Authorizes Disbursements	x				
• Prepares Checks			x		
• Signs Checks (co-signature >\$_____)	x	x			x
• Signs Checks - Machine	x	x			
• Custodian/Check Signing Device				x	
• Custodian of Blank Checks				x	
• Compares Check with Voucher			x		
• Distributes Checks				x	
• Posts Disbursements			x		
• Computes Cost Allocation		x	x		
Financial Reporting					
• Tracks Match Resources		x			
• Prepares Financial Reports		x			
• Approves Financial Reports	x				
• Prepares Annual Single Audit		x			
• Resolves Audit Findings		x			

