

ELLS CPAS

RISK ASSESSMENT CHECKLIST

To receive a complimentary assessment of your accounting and internal controls, answer the following questions and fax back to Gregory Lewis, CPA at (714) 542-1040. We will get back to you within 7 days with your assessment.

Your Name: _____ Business Name: _____

Daytime Phone: _____ email: _____

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Is the person who handles your cash also responsible for recording the cash? | ___ | ___ |
| 2. Does the person who pays or orders inventory also receive the materials? | ___ | ___ |
| 3. Are two or fewer people responsible for the accounting function? | ___ | ___ |
| 4. Is only one person responsible for reviewing monthly financial statements? | ___ | ___ |
| 5. Do you maintain a list of office furniture, equipment and company vehicles? | ___ | ___ |
| 6. Do you review cancelled checks and endorsements on a monthly basis? | ___ | ___ |
| 7. Do you compare payroll checks with your current employee records? | ___ | ___ |
| 8. Do you question funds transferred between bank accounts? | ___ | ___ |
| 9. Do you track the number of credit card bills you sign per month? | ___ | ___ |
| 10. Are bank reconciliations performed on a timely manner? | ___ | ___ |
| 11. Is someone responsible for reviewing the reconciliation each month? | ___ | ___ |
| 12. Do you ever sign blank checks? | ___ | ___ |
| 13. Do you ever sign checks without original supporting documentation? | ___ | ___ |
| 14. Do you ever sign checks without canceling supporting documentation? | ___ | ___ |

(CONT.)

RISK ASSESSMENT CHECKLIST (CONT.)

	<u>Yes</u>	<u>No</u>
15. Have funds ever been transferred between accounts without review or documentation?	___	___
16. Do you ever sign checks for new business vendors without knowing who they are?	___	___
17. Are any employees possessive of their work records and reluctant to share their tasks?	___	___
18. Are any employees apprehensive about vacations and time off?	___	___
19. Have you noticed a substantial change of lifestyle in any of your employees?	___	___
20. Do any of your employees have a possible substance abuse problem?	___	___
21. Are any of your employees living beyond their means?	___	___
22. Have you ever hired an employee before checking references?	___	___
23. Do you permit your accounting personnel to work longer than a year without a vacation?	___	___
24. Are blank check stocks and signature stamps safely secured?	___	___

ELLS CPAS
Certified Public Accountants
and Business Consultants

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