

Other Revenue Questionnaire

Internal Control Questionnaire

Question	Yes	No	N/A	<u>Remarks</u>
<p>Other Revenues (e.g., Library Fines, Licenses, Parking Permits, Intergovernmental)</p> <p><i>The revenue recordkeeping, custodial, and authorization functions for various revenues should be adequately segregated. Recorded fee generating transactions represent valid receipts based on criteria established by the university's governing body and are approved.</i></p>				
1. Are policies and procedures current, in writing, and properly approved?				
2. Are these policies and procedures clearly stated and systematically communicated?				
3. Do these policies and procedures support internal control?				
4. *Are the responsibilities for collections segregated from accounting functions?				
5. *Does an individual independent of receivables record keeping promptly investigate disputes with billing amounts that are reported by service recipients?				
6. *Does an individual independent of preparation record billings?				
7. *Are billings reviewed and approved prior to billing and/or recording?				
8. Does an individual independent of billings compare billings to awards and entitlements for allowability, prior to billing?				
9. Are rates of fines and fees periodically reviewed and approved by the ABOR?				
10. *Must a responsible employee request drawdowns through letters of credit or vouchers and must they be reviewed and approved?				

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11. *Do changes to the prescribed billing amount require the approval of an authorized individual?				
12. Is a document, lease agreement, etc., required before providing services or facilities?				
13. Are fines and other revenues billed based on dockets, prior year licenses or new permits?				
14. *Are pre-numbered documents used and accounted for?				
15. *Are tickets for fines, arrests, and so forth sequentially numbered and satisfactorily accounted for?				
16. Are there inspections to determine if licenses and permits have been obtained?				
17. *Do procedures exist to prevent the interception or alteration by unauthorized persons of billings or statements after preparation but before they are mailed?				
18. Do procedures exist providing for correlation of amounts collected with records of court proceedings?				
19. Do procedures exist that provide for timely and direct notification of the accounting department of billings and collection activities?				
20. Is the general accounting department notified of cash receipts from separate collection centers on a timely basis?				
21. *If payments are made in person, are receipts for payment used and accounted for and balanced to collections?				
22. Do procedures exist providing reasonable assurance that interest and penalties are properly charged on delinquent fines?				
23. Does internal control appear adequate for the other revenues system overall?				
General				
1. Have written procedures been developed regarding the recording and reconciliation of revenue generating transactions?				

Question	Yes	No	N/A	<u>Remarks</u>
2. Is the dispensing of all goods and services recorded?				
3. Are sales records reconciled to appropriate accounting entries?				
4. Does departmental management review data showing trends regarding sales, cash receipts, etc.?				
5. Do procedures exist to ensure that prices of goods and services are adequate to recover all direct and indirect costs?				
6. Are all appropriate taxes charged?				

Other remarks concerning the evaluation of internal control for other revenue transactions:

* Question was designed to help identify risk factors that could result in errors, fraud, irregularities and/or illegal acts. When the question is answered "NO", the risk factor identified should be considered when analyzing the department's operations, and the completed questionnaire should be forwarded to Financial Controls.