

General Controls

- Monthly reconciliation of Lynx finance accounts and reports is completed and documented.
- All bank accounts are authorized by Accounting Services.
- Monthly reconciliation of Payroll Account Distribution reports is completed and documented for hourly employees.
- The number of departmental individuals authorized to sign or approve financial documents is reasonable.
- The authorized signers are full-time employees of the institution.
- No overdrafts have occurred, and spending appears within budget in Lynx finance account.
- All accounts are budgeted in Lynx finance account.