

FINANCIAL CHECKLIST

Area Program:			Initials:
QUALITY ASSURANCE CHECKPOINT	Yes	No	Comments
1. Income and Expense Sheets			
Completed per procedure			
Reviewed monthly			
Checked randomly			
Sent to legal representative			
2. Petty Cash Account			
Maintained per procedure			
Verified per procedure			
Verified by surveyor			
Receipts available			
3. Financial Incident Report Review			
4. Bank Statements Reconciled			
5. Check register, Income & Expense Record & bank statement all balance			
6. Checking Account			
Maintained per procedure			
Receipts available			
7. All register entries are initialed			
8. All entries are made in ink			
9. Savings Account maintained per procedure			
10. Financial Information stored per procedure			
Signature	Initials		Position
			Date
			6/02; 5/03