

### SERVICE CENTER AUDIT SCORECARD

Service Center: \_\_\_\_\_  
 Audit Date: \_\_\_\_\_

Auditor: \_\_\_\_\_

POSSIBLE POINTS	REVIEW AREA	Applicable (Yes/No)	Points Available	Points Awarded	SCORE
<b>A) PETTY CASH</b>					
20	1) Cash count/fund reconciled	yes	20	20.0	100.00%
15	2) Bank account reconciled (last three months)	yes	15	15.0	100.00%
20	3) Appropriateness of expenditures	yes	20	20.0	0.00%
10	4) Proper approval for expenditures	yes	10	10.0	100.00%
10	5) Adequate documentation existed	yes	10	10.0	100.00%
10	6) Fund security	yes	10	10.0	100.00%
5	7) Adequacy of fund amount	yes	5	5.0	100.00%
5	8) Accuracy of coding	yes	5	5.0	100.00%
5	9) Employee fund (General Administration)	yes	5	5.0	100.00%
<b>100</b>	<b>TOTAL PETTY CASH</b>		<b>100</b>	<b>100.0</b>	<b>100.0%</b>

Prior audit score:           N/A          

**Analysis**

Petty Cash Fund							
Date of last reconciliation: _____ -	G/L balance: _____						
	Fund count: _____						
	Variance: <u>          \$0.00          </u>						
Bank account balance as of _____ :							
Adjusted checkbook balance: _____	Variance: <u>          \$0.00          </u>						
Previous reconciliations performed correctly:	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">3</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">Y</td> <td style="border: 1px solid black; text-align: center;">Y</td> <td style="border: 1px solid black; text-align: center;">Y</td> </tr> </table>	1	2	3	Y	Y	Y
1	2	3					
Y	Y	Y					
(*Note: If correct, indicate 'Y', else indicate 'N' and explain in comments section.)							

Fund Adequacy Analysis	
12 mo. expenditures:	
Amount per week:	\$0.00
Required balance:	\$0.00
Over funded/(underfunded):	<u>          \$0.00          </u>

Funds secured properly:           N          

Employee Fund	
Bank account balance as of _____ :	
Adjusted checkbook balance: _____	Variance: <u>          \$0.00          </u>
Total fund balance: _____	
Adequate documentation of receipts/expenditures (if no, explain) <u>          Y          </u>	

Past three reimbursements		
A		
B		
C		
D		
E		
F		
G		
H		
I		
J		
K		

- A - Amount of reimbursement
- B - Amount of other Items (i.e. cash advances)
- C - Percentage of other items
- D - Amount w/o receipts
- E - Percentage without receipts
- F - Amount coded incorrectly
- G - Percentage coded incorrectly
- H - Amount without appropriate approval
- I - Percentage not approved
- J - Appropriateness of expenditures
- K - Percentage inappropriately paid with petty cash

COMMENTS