

Financial Controls Checklist

Board of Health:	Board of Health for Ottawa Public Health	Period ended:	Dec. 31/16
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Objective:

- The objective of the Financial Controls Checklist is to provide the Board of Health and the Public Health Unit with a tool for evaluating financial controls while also promoting effective and efficient business practices.

Responsibilities:

- This checklist is for the management of the public health unit to document that controls have been implemented. The controls listed in the checklist are not meant to be exhaustive. Management of the public health unit should outline other key controls in place for achieving the control objectives. One must note that no effective financial control is achieved by signing the checklist. The control is achieved through carrying out the key controls themselves.
- The following table outlines the responsibilities for completing and using this Financial Controls Checklist.

Description of Responsibilities	Board of Health	Management of the Public Health Unit
• Completion of Financial Controls Checklist		✓
• Review and assessment of the completed Financial Controls Checklist	✓	✓
• Ongoing design of financial controls		✓
• Ongoing preparation of policies related to financial controls		✓
• Ongoing testing of financial controls		✓
• Ongoing monitoring of financial controls testing results	✓	✓
• Approval of key financial controls and related policies	✓	✓
• Implementation of financial controls		✓

Financial controls support the integrity of the Board of Health's financial statements, support the safeguarding of assets, and assist with the prevention and/or detection of significant errors including fraud. Effective financial controls provide reasonable assurance that financial transactions will include the following attributes:

- **Completeness** – all financial records are captured and included in the board of health's financial reports;
- **Accuracy** – the correct amounts are posted in the correct accounts;
- **Authorization** – the correct levels of authority (i.e. delegation of authority) are in place to approve payments and corrections including data entry and computer access;
- **Validity** – invoices received and paid are for work performed or products received and the transactions properly recorded;
- **Existence** – assets and liabilities and adequate documentation exists to support the item;
- **Error Handling** – errors are identified and corrected by appropriate individuals;
- **Segregation of Duties** – certain functions are kept separate to support the integrity of transactions and the financial statements; and,
- **Presentation and Disclosure** – timely preparation of financial reports in line with the approved accounting method (e.g., Generally Accepted Accounting Principles (GAAP)).

Control Objective	Controls / Description	Control Deficiency (If Any) And Potential Impact
<p>2. Controls are in place to ensure that revenue receipts are collected and recorded on a timely basis.</p>	<p>Please select (☑) any following controls that are relevant to your board of health:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Independent review of an aging accounts receivable report to ensure timely clearance of accounts receivable balances. <input checked="" type="checkbox"/> Separate accounts receivable function from the cash receipts function. <input checked="" type="checkbox"/> Accounts receivable sub-ledger is reconciled to the general ledger control account on a regular and timely basis. <input checked="" type="checkbox"/> Original source documents are maintained and secured to support all receipts and expenditures. <input type="checkbox"/> Other – (Please specify) 	<p><i>List control deficiencies and their potential impact.</i></p> <p><i>What is the action plan to correct the identified control deficiencies? Who is responsible to action the items? When will they be actioned?</i></p>

Control Objective	Controls / Description	Control Deficiency (If Any) And Potential Impact
3. Controls are in place to ensure that goods and services procurement, payroll and employee expenses are processed correctly and in accordance with applicable policies and directives.	<p>Please select (☑) any following controls that are relevant to your board of health:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Policies are implemented to govern procurement of goods and services and expense reimbursement for employees and board members. <input checked="" type="checkbox"/> Use appropriate procurement method to acquire goods and services in accordance with applicable policies and directives. <input checked="" type="checkbox"/> Segregation of duties is used to apply the three way matching process (i.e. matching 1) purchase orders, with 2) packing slips, and with 3) invoices). <input checked="" type="checkbox"/> Separate roles for setting up a vendor, approving payment and receiving goods. <input checked="" type="checkbox"/> Separate roles for approving purchases and approving payment for purchases. <input checked="" type="checkbox"/> Processes in place to take advantage of offered discounts. <input checked="" type="checkbox"/> Monitoring of breaking down large dollar purchases into smaller invoices in an attempt to bypass approval limits. <input checked="" type="checkbox"/> Accounts payable sub-ledger is reconciled to the general ledger control account on a regular and timely basis. <input checked="" type="checkbox"/> Employee and Board member expenses are approved by appropriate individuals for reimbursement and are supported by itemized receipts. <input checked="" type="checkbox"/> Original source documents are maintained and secured to support all receipts and expenditures. <input checked="" type="checkbox"/> Regular monitoring to ensure compliance with applicable directives. <input checked="" type="checkbox"/> Establish controls to prevent and detect duplicate payments. <input checked="" type="checkbox"/> Policies are in place to govern the issue and use of credit cards, such as corporate, purchasing or travel cards, to employees and board members. . <input checked="" type="checkbox"/> All credit card expenses are supported by original receipts, reviewed and approved by appropriate individuals in a timely manner.. <input checked="" type="checkbox"/> Separate payroll preparation, disbursement and distribution functions. <input type="checkbox"/> Other – (Please specify) 	<p><i>List control deficiencies and their potential impact.</i></p> <p><i>What is the action plan to correct the identified control deficiencies? Who is responsible to action the items? When will they be actioned?</i></p>

Control Objective	Controls / Description	Control Deficiency (If Any) And Potential Impact
4. Controls are place in the fund disbursement process to prevent and detect errors, omissions or fraud.	<p>Please select (☑) any following controls that are relevant to your board of health:</p> <p>☑ Policy in place to define dollar limit for paying cash versus cheque.</p> <p>☑ Cheques are sequentially numbered and access is restricted to those with authorization to issue payments.</p> <p>☑ All cancelled or void cheques are accounted for along with explanation for cancellation.</p> <p>☑ Process is in place for accruing liabilities.</p> <p>☑ Stale-dated cheques are followed up on and cleared on a timely basis.</p> <p>☑ Bank statements and cancelled cheques are reviewed on a regular and timely basis by a person other than the person processing the cheques / payments.</p> <p>☑ Bank reconciliations occur monthly for all accounts and are independently reviewed by someone other than the person authorized to sign cheques.</p> <p><input type="checkbox"/> Other – (Please specify)</p>	<p>List control deficiencies and their potential impact</p> <p>What is the action plan to correct the identified control deficiencies? Who is responsible to action the items? When will they be actioned?</p>

Prepared by : Coord, Financial Services Unit
Position Title

Date: 26 January 2017

Approved by : Dr. Dr. Levy
Medical Officer of Health/
Chief Executive Officer

Date: 26 Jan 2017

Deputy
Director

Received by the Board of Health at the board meeting held on:

Date: 13 Feb 2017