

# LSC Agreed Upon Procedures Inquiry Checklist

**LSC Name:** [Click here to enter text.](#)

**Completed By (Name & Email Address):** [Click here to enter text.](#)

**Date Completed:** [Click here to enter a date.](#)

**For Period Ending:** [Click here to enter text.](#)

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## **General Company Information**

**EIN:** [Click here to enter text.](#)

**Accrual or Cash Method of Accounting:** [Choose an item.](#)

**Name of General Chair:** [Click here to enter text.](#)

**Name of Treasurer:** [Click here to enter text.](#)

**Others Involved in Accounting Functions:** [Click here to enter text.](#)

**Name & Email Address of person who maintains books and records:**

[Click here to enter text.](#)

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**Instructions:** The purpose of this checklist is to supplement the agreed upon procedures engagement performed by an independent accountant. This form should be completed by an LSC representative and provided to the independent accountant to be submitted with the final agreed upon procedures deliverable.

As you complete this document, you will be asked to choose answers from drop down menus, check boxes, select dates and type text answers.

## **Policies & Procedures Manuals**

An accounting manual should provide answers to questions, instruction to accounting personnel, and provide the means to apply consistent reporting of business transactions. The document must be useful and, more importantly, used. Therefore, it should be organized, complete, and consistent.

It should be available to all who need or think they need it. Certainly, the accounting staff needs the manual. Also, managers, and others who submit accounting data should have the manual available to them.

It should always be current. A plan or method for updating policies with changes, additions, or deletions to the document is a must.

- Does the LSC have written accounting policies and procedures established to describe the accounting system and ensure transactions are accounted for consistently (as described above)?

Choose an item.

### ***Bank Accounts***

- All accounts are on the books and financials.

- Are funds deposited in a bank with FDIC protection and on what date and by who was this verified?

[Click here to enter text.](#)

- Has the balance in any account exceeded the protection limits at any time during the period being reviewed? Document any issues below:

[Click here to enter text.](#)

- List all bank account numbers and corresponding general ledger account numbers:

[Click here to enter text.](#)

- All accounts are held in the name of the LSC (not an individual).

- Do volunteers or employees of the LSC possess debit cards for any bank accounts? If so, list names:

[Click here to enter text.](#)

- Are all account signers authorized by the Board of Directors?

Choose an item.

- The LSC is in compliance with stipulations regarding who can sign checks and/or authorize payments and there is a process for ensuring the bank is notified immediately of all changes to signers.

- Please list the names and titles of the current account signers:

[Click here to enter text.](#)

- Describe the LSC's written cash control policies to include approval policies in place (authorization and documentation requirements before payment is made), check signers signing checks made payable to themselves or family members, signing of blank checks, the use of pre-numbered checks and their use in sequence, and the use of "Cash" as the payee on a check.

[Click here to enter text.](#)

- Are these policies stated above strictly adhered to?

[Choose an item.](#)

- Describe a time, when you might deviate from these cash control policies.

[Click here to enter text.](#)

- Does the LSC use bill pay or other online payment methods?

[Choose an item.](#)

- If yes, describe the approval policies for these transactions.

[Click here to enter text.](#)

- Explain the process for voiding and cancelling of checks.

[Click here to enter text.](#)

Blank checks are never signed.

Payments are processed by someone other than the authorizing individual.