

Oxford Day Academy		
Segregation of Duties Matrix		
June 30, 2019		

Blue font items indicate this is new/changed from the old form.

Client Instructions:

Please populate the listing of key employees and relative titles in the table below. Then, review each of the steps listed and indicate with an X, which employee performs which function.

Note- for internal purposes only:

- A** – Authorization function
- R** – Recordkeeping function
- REC** – Reconciliation function
- C** – Custody function

Listing of Key Employees		
	First & Last Name	Title
A	Mallory Dwinal	CEO
B	Irene St. Roseman	Head of School
C	Karla McLean	Director of Education
D	Dena Koren or Lisa Portillo or Gabe Mulcahy (EdTec external team)	EdTec Account Liaison
E	Anupam Mishra	Board Treasurer
F		
G		
H		
I		

	Cash Receipts & Donations Function	A	B	C	D	E	F	G	H	I	Comments
	<i>NOTE: Cash Receipts include cash, check and credit card receipts. Please indicate in the comments section if any of these are not applicable.</i>										
C	1. Opens mail		X	X							
C	2. Receives from public/walk-in			X							
C	3. Prepares list of receipts (receipt log)	X									
C	4. Prepare deposit	X									
R	5. Post receipt to receivable subsidiary ledger	X									
C	6. Transports deposit to bank	X									
R	7. Determines general ledger account	X			X						
Rec	8. Monitors daily cash report or Cash in County postings	X		X	X						
Rec	9. Compares receipt log with bank deposits	X			X						
R	10. Maintains cash receipts journals			X							
Rec	11. Compares bank deposits with general ledger posting	X			X						
R	12. Posts receipt to General Ledger	X									
Rec	13. Reviews general ledger and cash receipt information/documentation periodically for reasonableness, completeness and appropriateness.	X			X						

R	14. Assures compliance with donor restrictions and/or compliance with grant agreement.	X			X						
A	15. Determine the allowance for doubtful accounts	X			X						
R	16. Post journal entries to update the allowance	X									
R	17. Write off balances in the general ledger	X									
C	18. Add a donor to the donor database	X									
R	19. Add/delete/edit payments in the donor database	X									
R	20. Write off balances in the donor database	X			X						
Rec	21. Reconcile the donor database to the general ledger	x			X						
Rec	22. Review the reconciliation of the donor data base to the general ledger	X			X						

	Cash Disbursement Function:	A	B	C	D	E	F	G	H	I	Comments
C	1. Access to blank check stock	X									
A	2. Approves disbursement	X									
R	3. Prepares checks				X						
A	4. Signs checks	X									
A	5. Counter signs checks					X					
A	6. Has access to authorized signature stamp				X						
C	7. Prepares checks for mailing/mail checks				X						
R	8. Posts disbursement to general ledger				X						
R	9. Change on-line master files for accounts payable or vendors				X						
Rec	10. Reconciles vendor statements to accounts payable subsidiary records				X						
Rec	11. Reconciles accounts payable subsidiary records to general ledger account				X						
R	12. Makes transfers	X									
Rec	13. Reviews bank transfers	X			X	X					
C	14. Receives, opens, and scans bank statement contents	X			X						
Rec	15. Reviews canceled check endorsements	X			X						
Rec	16. Reconciles bank accounts				X						
Rec	17. Reviews bank reconciliation	X			X						
Rec	18. Reviews general ledger and cash clearing information/documentation periodically for reasonableness completeness and appropriateness	X			X						

	Capital Expenditures:	A	B	C	D	E	F	G	H	I	Comments
A	1. Initiate a capital expenditure	X									
A	2. Approves a capital expenditure					X					
A	3. Initiate a capital asset disposal	X									
R	4. Record capital expenditures in the general ledger or other tracking system				X						
R	5. Obtains competitive quotes or bids	X		X							
Rec	6. Review depreciation calculations	X			X						
Rec	7. Review proper coding of purchases as capital, or other	X		X	X						

	Purchasing & Receiving Functions:	A	B	C	D	E	F	G	H	I	Comments
C	1. Access to blank Purchase Order(PO) stock										N/A
C	2. Controls Requisition numbers										N/A
C	3. Controls Purchase Order numbers										N/A
R	4. Maintains PO log or equivalent										N/A
R	5. Creates requisitions										N/A
A	6. Approves purchase requisition										N/A
R	7. Determines general ledger account number				X						
A	8. Compares potential expenditure to budget				X						
R	9. Issues purchase order										N/A
A	10. Approves purchase orders (other than services)										N/A
A	11. Approves purchase of services	X				X					
C	12. Orders/buys the requested goods/services	X		X							
C	13. Receives item			X							
C	14. Issues/signs receiving documents	X		X							
R	15. Matches invoices to supporting documents	X		X							
R	16. Reviews invoices for accuracy	X		X	X						
A	17. Approves invoices for payment	X				X					
Rec	18. Reconciles/Monitors unmatched P.O.'s to PO listing										N/A
Rec	19. Reviews general ledger and purchasing documents/information periodically for reasonableness, completeness and appropriateness	X			X						

	Payroll Functions:	A	B	C	D	E	F	G	H	I	Comments
A	1. Hires new employee	X									
R	2. Maintains personnel files			X							
R	3. Creates employee in the computer system	X		X							
A	4. Authorizes salary and salary changes	X									
R	5. Changes rate of pay in the computer system				X						
R	6. Terminates employees pay	X									
A	7. Approves time sheet cards, etc.	X									
R	8. Inputs time to be paid into computer				X						
A	9. Approves payroll input	X									
Rec	10. Compares time entry to output reports	X			X						
R	11. Prepares payroll journal/checks				X						
A	12. Signs payroll checks	X			X						
C	13. Distributes checks	X			X						
C	14. Maintains custody of unclaimed wages				X						
A	15. Determines benefits for employee	X									
R	16. Adds employee to benefit vendor record/invoice	X									
R	17. Terminates benefits for employee	X									
Rec	18. Reconciles bank balances to the general ledger account (if different for payroll accounts)				X						
Rec	19. Reconciles employee payroll records to the control account/ master payroll list				X						

Rec	20. Reviews general ledger and payroll and benefits information/documentation periodically for reasonableness, completeness and appropriateness	X			X							
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	Journal Entry Functions:	A	B	C	D	E	F	G	H	I	Comments
R	1. Initiates journal entries				X						
R	2. Prepares journal entries				X						
A	3. Approves journal entries	X									
R	4. Inputs journal entries				X						
R	5. Files journal entry back-up				X						
Rec	6. Review appropriateness of journal entries	X			X						
Rec	7. Reviews general ledger and journal entry information/documentation periodically for reasonableness, completeness and appropriateness.	X			X						

	Investment Account Functions (if they have significant/material investments):	A	B	C	D	E	F	G	H	I	Comments
A	1. Authorize investment transactions										N/A
C	2. Access online investment accounts										N/A
C	3. Issue a check from an investment account										N/A
A	4. Sign investment account checks or access signature stamp										N/A
R	5. Record investment transactions (e.g. purchases, sales, income, losses, etc.)										N/A
R	6. Change computer master files affecting investment information										N/A
R	7. Change computer master files affecting electronic funds transfer arrangements										N/A
Rec	8. Reconciles bank, broker, custodian or trustee investment statements to the general ledger										N/A

	Financing Account Functions (if they have significant/material debt instruments):	A	B	C	D	E	F	G	H	I	Comments
A	1. Authorize financing transactions										N/A
C	2. Access online financing accounts										N/A
C	3. Issue a check from a financing account										N/A
R	4. Record financing transactions into the general ledger										N/A
R	5. Change computer master files affecting financing information										N/A
Rec	6. Reconciles financing statements to the general ledger										N/A