

Policies

Westerly Public Schools Record Keeping System for Internal Audit

No. 3095

The following defines the Record Keeping System Policy for internal audits for Westerly Public Schools:

1. Inspect bankbook.
2. Select two months and obtain bank statements to check for reconciliation against checkbook.
3. Select five transactions, preferably from different activities. Check payment request, receipts, paperwork explanation for expense and invoice.
4. Inspect filing system.
5. Report discrepancies and/or concerns to the Superintendent bi-annually.

Adopted: April 21, 2004
Revised: January 3, 2007