

Self-Assessment

ACCOUNTS RECEIVABLE

1. Is there segregation between accounts receivable and cash handling duties?
2. Do you maintain aged accounts? Are they reviewed periodically?
3. Do you have procedures in place to ensure that all invoices (services rendered) are appropriately charged to customer accounts and that all payments made against accounts are appropriately received and deposited?
4. Do adequate procedures exist for follow-up and collection of delinquent accounts?
5. Are account adjustments properly authorized and approved?