

Employee Name and Functional Title

Process	Procedure/Function	Name and Title 1	Name and Title 2	Name and Title 3	Name and Title 4	Name and Title 5	Name and Title 6	Name and Title 7	Name and Title 8	Name and Title 9	Name and Title 10	Name and Title 11	Name and Title 12	Name and Title 13	Name and Title 14	Name and Title 15
Accounts Receivable	Receive cash/checks															
	Post receipts															
	Approve bank deposits															
	Bank the deposit															
	Reconcile accounts receivable															
Petty Cash	Custody of petty cash															
	Approve petty cash replenishments															
	Reconcile petty cash															
Payroll	Hire employees / volunteers															
	Approve compensation and benefits															
	Approve timesheets															
	Prepare payroll and benefits distribution															
	Approve payroll and benefit distribution															
	Reconcile payroll and benefit distribution															
Purchasing / Accounts Payable	Prepare purchase order															
	Approve purchase order															
	Prepare payment request															
	Approve payment request															
	Custody of checks															
	Prepare checks															
	Sign checks															
	Reconcile purchase order, invoice, payment and receipt of goods/services															
	Mail / distributes checks															
	Verify receipt of goods / services															
Cost Allocation	Calculate cost allocation of pooled expenses															
Reporting / Drawdowns	Track match contributions															
	Prepare organizational/program financial reports															
	Approve organizational/program financial reports															
	Prepare annual single audit															
	Prepare periodic expense reports															
	Approve periodic expense reports															
Submit periodic expense reports																
General Ledger	Make/revise General Ledger Entries															
Bank Account Reconciliation	Reconcile bank accounts															
Program Management / Coordination	Program-related activities such as: recruit and place members, recruit host sites and execute MOUs, conduct NSCHCs, draft/approve policies and procedures, address reasonable accommodation requests, train members and supervisors, and prepare program-related reports and grant applications															
eGrants Management	Any person(s) with login and access privileges to AmeriCorps eGrants															
Supervisory & Other Authority	Any person(s) not listed above with supervisory or other authority to override AmeriCorps-related actions on this worksheet															

Date Completed: