

Appendix 1

Imprest Fund Practices  
Review Checklist

U.S. Department of Housing  
and Urban Development

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LOCATION OF IMPREST FUND

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This checklist is to be used during the unannounced reviews of the way Imprest Funds are being used by the HUD work force. Completion of the steps listed should provide the reviewer with knowledge of the way the Imprest Fund is being administered.

Each user of this checklist shall become familiar with this Handbook and the Treasury Department's Manual of Procedures and Instructions for Cashiers (MPIC).

Should the answer to any of the following inquiries be "NO", a corrective action needs to be taken. A brief explanation as to why a step is not applicable in a particular situation should be inserted on the checklist or attachment hereto.

YES      NO

- a. Have the current Imprest fund Cashier and alternate been designated in writing as required?
- b. Are separate cash boxes or safe drawers provided for alternate cashiers?
- c. Has the Director, OFA/RAD or his designee made unannounced audits and verifications of the fund on an annual basis?
- d. Are safekeeping facilities commensurate with the requirements set forth in Treasury's MPIC?
- e. Is the amount of the Imprest Fund commensurate with criteria established by HUD?
- f. Is the lock or combination changed at least annually or whenever a change in cashiers occurs?
- g. Is the combination to safe known only by the principal and alternate cashier?
- h. Is access (combination or key) to the safe filed in a sealed envelope with an appropriate official physically outside the office of the Imprest Fund Cashier?
- i. Are Imprest Fund vouchers numbered beginning with number 1 for each fiscal year?

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- |  | YES | NO |
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| j. Are imprest fund vouchers and supporting documents properly canceled so that they cannot be used again?   |     |    |
| k. Does an examination of sub-vouchers (those on hand as well as those submitted to accounting for reimbursement) indicate that fund usage is within the limitations imposed at the time transactions were entered into for the following type transactions: |     |    |
| (1) Reimbursement for Local Travel?  |     |    |
| (2) Travel Advances?   |     |    |
| (3) Travel Voucher?  |     |    |
| (4) Small Purchases?   |     |    |
| (5) Transportation charges?  |     |    |
| (6) Emergency salary payments?   |     |    |
| l. Does the total of sub-vouchers and receipts plus cash and uncashed reimbursement checks on hand equal the amount of the fund?   |     |    |
| m. Do the duties of the Imprest Fund Cashier exclude conflicting ones such as those of a Collection Officer, Certifying Officer, or employee responsible for keeping official accounting records?  |     |    |
| n. If shortages or losses have occurred, were they reported as required by HUD policy?   |     |    |
| o. If this Imprest Fund maintains a depository demand withdrawal account, is it maintained as required by I-TFM-4-3040.60?   |     |    |
| p. Have locally developed procedures been documented, approval, and made available to cashiers?  |     |    |

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 NAME OF REVIEWER AND TITLE

 DATE OF REVIEW
 

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ref. handbook 1911.1

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