



Toolkit Template Identification of Regular Financial Transactions

Objective: This template has been developed to record basic information related to your regular, or normal, business financial transactions. These transactions may include paying leases on computers or vehicles, upgrading software versions, purchasing furniture or office supplies, etc. For each of these transactions, there should be specific staff appointed with permissions and knowledge to complete these important responsibilities.

With the growing cyber threat, it also is important to make certain that proper security measures are being taken to protect transaction information stored or accessed by computer.

- Rent
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Mortgage
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Employee Compensation
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Payroll Service
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Office Equipment Leases



- Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Vehicle Leases
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Office Supply Purchases
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Computer Leases
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Computer and Software Purchases
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Computer and Software Updates
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:
- Cyber Security Purchases, Monitoring and Updates
 - Supplier or Vendor:
 - Date Due:
 - Amount:



GIS

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Business Growth & Continuity (BG&C)

- Responsible Staff Member:
 - Authorized By:
- Technology/Hosting Fees
 - Supplier or Vendor:
 - Date Due:
 - Amount:
 - Responsible Staff Member:
 - Authorized By:

Separation of duties and the importance of defined roles and responsibilities.

It is important for all business to have duties and roles carefully defined with checks and balances to minimize the potential for financial mismanagement or theft. Having a designated deputy as the authorization authority for most regular transactions limits the opportunity for fiscal malfeasance.