Establishing adequate separation of duties in a financial transaction process requires that no one individual be assigned job functions in more than one of the following three categories of duties:

A. Asset handling and disposition

B. Booking, or recording, transactions to the general ledger and preparing journals

C. Comparison or review of transactions or balances
Separation of Duty Staffing Needs

The **preferred** number of individuals involved in handling financial transaction is: **3+**

Satisfactory separation of duties can be attained relatively easily.

The **minimum** number of individuals who can successfully operate a financial process is: **2**

Satisfactory separation of duties can be attained, but not without careful planning.
Separation of Duty for Smaller Units

Tips for departments with 2 individuals involved in handling a financial transaction process

1. Look for areas where duties can be performed jointly by both individuals (dual custody)

2. Identify opportunities to develop sub-functions within a single duty to divide between both individuals