SAVE FORM

SELF ASSESSMENT OF INTERNAL CONTROL Form A

General Elements

Control Environment

Department of _____

Fiscal Year Ending _____ ☐ NA-_____

		Yes	No	N/A	Comment
	A. Integrity and Ethical Values				
1.	Are there written policies and internal operating procedures to identify and react to changes that can have an adverse effect on the department? Is it approved by the governing body or top management?				
2.	Does a written Code of Conduct/Ethics (Code) exist and does it apply to all employees or at least to individuals (internally and externally) who are in a position to influence the financial statements (including the Governor, Finance Director, State Comptroller or persons performing similar duties?				
3.	Has the Code been made available to all employees with financial responsibilities?				
4.	Is the Code communicated prominently throughout the department (i.e. department website, posters, intranet, e-mail, etc)?				
5.	Is the Code periodically updated and reviewed (i.e. the code of conduct reviewed on an annual basis)? (Critical Control)				
6.	Does the department have an anonymous and confidential Whistleblower policy for communicating and receiving information regarding fraud, errors in financial reporting and misrepresentation or false statements made by management? (Critical Control)				
7.	Have transactions been executed in accordance with the Code and the approved written policies and procedures?				
	B. Commitment to Competence				
8.	Are responsibilities clearly defined in writing and communicated?				
9.	Does management understand, analyze and document the knowledge and skills required to accomplish tasks? (Critical Control)				
10.	Are job responsibilities formally documented and reviewed annually by management and other individuals in position of significant influence over financial reporting?				
11.	Does management get involved in or provide for training?				

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	C. Management's Philosophy and Operating Style				
12.	Does management use budget, spending plans, etc. to review the department's performance?				
13.	Has management established overall objectives in the form of a mission statement, goals or other written operating statement(s)?				
14.	Have objectives been clearly communicated to all employees?				
15.	Are objectives established for key areas (i.e. operations, financial reporting, compliance, etc.)?				
16.	Are policies and procedures consistent with statutory authority?				
17.	Are operations performed in accordance with statutes governing the department?				
18.	Is the internal control structure supervised and reviewed by management to determine if it is operation as intended?				
19.	Are the budget system and the planning process integrated?				
20.	Does senior management use budget, spending plans, etc. to review financial results and performance measures at least once a quarter? (Critical Control)				
21.	Are unusual variances between budget and actual examined?				
22.	Does the department compare its actual performance with its goals and objectives?				
23.	Are principal accounting records and accounting employees at all locations under the supervision of the principal accounting office?				
24.	Does the department have a functioning internal audit staff to review the operations of the department?				
25.	Does the internal audit staff report to an official independent of the operations under review? (Critical Control)				
26.	Does management follow-up on audit findings?				
27.	Does management actively follow-up on complaints from customers/clients?				
	D. Organizational Structure				
28.	Are there written policies and procedures for all major areas of the department? (Critical Control)				
29.	Are written policies and procedures for all major areas periodically reviewed and approved by senior management? (Critical Control)				

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		Yes	No	N/A	Comment
30.	Are written policies and procedures readily available for use by all employees? (Critical Control)				
31.	Is there an organizational chart that clearly defines the lines of management authority and responsibility? (Critical Control)				
32.	Is the organization chart current and accurate?				
33.	On at least an annual basis, does senior management review and update the organizational structure of the department?				
34.	Are all the department's operations: • Centralized or • Decentralized?				
35.	If decentralized, is monitoring of the areas adequate?				
	E. Assignment of Authority and Responsibility				
36.	Are specific limits established for certain types of transactions and delegations clearly communicated and understood by employees within the department?				
37.	Have specific lines of authority and responsibility been established to ensure compliance with Federal and State laws and regulations?				
38.	Does management understand the concept and importance of internal controls, including division of responsibility?				
39.	Is the internal control structure supervised and reviewed by management to determine if it is operating as intended? (Critical Control)				
40.	Are responsibilities segregated so that no single employee controls all phases of a transaction? (Critical Control)				
41.	Are there adequate policies and procedures for authorization and approval of transactions at the appropriate level?				
42.	Are sufficient training opportunities to improve competency and update employees on new policies and procedures available?				
43.	If known areas of knowledge are limited, has help been enlisted from peers, auditors or outside consultants to identify alternatives and suggest solutions?				
44.	Have managers been provided with clear goals and direction from the governing body or top management?				
45.	Are external audits performed on a periodic basis?				

		Yes	No	N/A	Comment
46.	Is information (i.e. findings, recommendations, etc.) provided by external auditors considered and acted upon in a timely manner?				
	F. Human Resource Policies and Practices				
47.	Does management ensure compliance with the State's and/or department's personnel policies and procedures concerning hiring, evaluating, promoting, compensating, and terminating employees? (Critical Control)				
48.	Are job descriptions (and other documents that define key position duties/requirements) current, accurate and understood?				
49.	Are employees cross-trained to ensure the uninterrupted performance of personnel functions?				