SAVE FORM

SELF ASSESSMENT OF INTERNAL CONTROL

Form N-7

Compliance Requirement

Reporting

Department of _____

Fiscal Year Ending _____ ☐ NA-_____

		Yes	No	N/A	Comments
	Control Objectives				
	To provide reasonable assurance that reports of Federal awards submitted to the Federal awarding agency or pass-through entity include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements.				
	Control Environment				
1	Persons preparing, reviewing, and approving the reports possess the required knowledge, skills, and abilities.				
2	Management's attitude toward reporting promotes accurate and fair presentation.				
3	Appropriate assignment of responsibility and delegation of authority for reporting decisions.				
	Risk Assessment				
4	Mechanisms exist to identify risks of faulty reporting caused by such items as lack of current knowledge of, inconsistent application of, or carelessness or disregard for standards and reporting requirements of Federal awards.				
5	Identification of underlying source data or analysis for performance or special reporting that may not be reliable.				
	Control Activities				
6	Written policy exists that establishes responsibility and provides the procedures for periodic monitoring, verification, and reporting of program progress and accomplishments.				
7	Tracking system which reminds staff when reports are due.				
8	The general ledger or other reliable records are the basis for the reports.				
9	Supervisory review of reports performed to assure accuracy and completeness of data and information included in the reports.				
10	The required accounting method is used (e.g., cash or accrual).				
	Information and Communication				
11	An accounting or information system that provides for the reliable processing of financial and performance information for Federal awards.				

		Yes	No	N/A	Comments
	Monitoring				
12	Communications from external parties corroborate information included in the reports for Federal awards.				
13	Periodic comparison of reports to supporting records.				