

<p>Progress Status</p> <p> Successfully meets standard.</p> <p> Does not meet standard, but making satisfactory progress towards attainment.</p> <p> Does not meet standard; underlying issues have not been addressed.</p>	<p>INTERNAL CONTROLS OVER FINANCIAL REPORTING SELF-ASSESSMENT TOOL</p> <p>ENTITY LEVEL CONTROLS</p>	<p>Period Ending: _____</p> <p>_____</p> <p>Manager's Signature / Date</p>
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Control Objectives	Resources
<ol style="list-style-type: none"> 1. <i>Transactions are valid and documented.</i> 2. <i>All valid transactions are recorded; none are omitted.</i> 3. <i>Transactions are authorized according to agency policy.</i> 4. <i>Transaction documentation is accurately prepared.</i> 5. <i>Transactions are properly classified.</i> 6. <i>Transaction accounting and posting is complete and proper.</i> 7. <i>Transactions are recorded in the proper fiscal period.</i> 8. <i>The risk of fraud or legal noncompliance is considered.</i> 	

Control Environment						
				N/A	Comments	Responsible Individual
1. A code of conduct and policies exist regarding acceptable business practices, conflicts of interest, and expected standards of ethical behavior.						
2. The code of conduct includes a clear anti-fraud statement.						
3. The importance of ethical behavior and strong controls is discussed with newly hired employees.						
4. Periodically, employees are required to attend refresher training on the code of conduct.						

Description of Control				N/A	Comments	Responsible Individual
5. Executive management has established an appropriate "tone at the top" that has been communicated to and is practiced by executives and management throughout the agency.						
6. Management takes appropriate disciplinary action in response to departures from the code of conduct; employees understand the consequences of violating the code of conduct.						
7. The agency has a planned, integrated and documented approach to managing the risk of fraud; responsibility for the anti-fraud program is specifically assigned.						
8. A structured process for incident investigation and remediation has been developed. Investigative roles and responsibilities are clearly delineated, and a tracking mechanism allows management to report on material fraud events.						
9. Specific anti-fraud policies and training have been developed; periodically, employees receive training on fraud awareness and appropriate actions to take when fraud is suspected.						
10. The agency follows up on and investigates allegations of fraud in a timely manner.						
11. Personnel responding to suspected fraud have been appropriately trained and work cooperatively with outside Agencies.						
12. As part of the anti-fraud training, employees are informed they may anonymously report suspicion of fraud/financial misconduct to State Accounting, the State Auditor's Office, the State Ombudsman's Office or the State Attorney General's Office.						

Description of Control				N/A	Comments	Responsible Individual
13. As part of the anti-fraud training, employees are informed that public employees who report fraud are protected against retaliatory or disciplinary action under the provisions of state law.						
14. Management acknowledges the importance of the data processing and accounting functions, and shows concerns about the reliability of financial reporting and safeguarding of assets.						
15. Accounting operations and budgeting are strategically linked to enable strong synchronization and coordination between the budgetary function and financial accounting.						
16. Staffing levels are adequate with respect to the data processing and accounting functions; people possess the requisite skill levels relative to the size, nature and complexity of the agency's activities and systems.						
17. There are policies and procedures for authorization and approval of transactions, including acquisitions, dispositions, disbursements, cash receipts/deposits.						
18. Incompatible duties within significant accounts or significant processes are segregated.						
19. The agency has established appropriate lines of authority and responsibility that ensure important decisions are directed to senior executives through proper approval channels.						
20. Management provides personnel with access to relevant training.						
21. Standards exist and are enforced that call for hiring the most qualified individuals based on skills, knowledge and experience, and evidence of integrity and ethical behavior.						

Description of Control				N/A	Comments	Responsible Individual
22. Screening procedures include thorough background checks, particularly for personnel to be hired into senior or sensitive positions.						
23. Job performance is periodically evaluated and reviewed with each employee.						
Information & Communication						
24. Internal information is generated and reported regularly by the agency's financial information systems.						
25. Operating results are reviewed and compared against budgets at regular intervals.						
26. Pertinent financial information is identified, captured, processed and reported to the right people in sufficient detail and in a timely fashion, allowing them to carry out their responsibilities.						
27. Mechanisms are in place to ensure changing information needs are met.						
28. Management adequately staffs and designs the IT department to support the agency's overall business objectives; the strategic plan for IT systems is linked to the agency's overall strategies.						
29. There are defined responsibilities for personnel responsible for implementing, documenting, testing, and approving changes to computer programs and systems.						
30. There is regular back-up of application programs and data files.						
31. The agency has a disaster recovery plan in place that allows for the timely recovery of information. The plan is tested regularly and updated as the operations change.						

Description of Control				N/A	Comments	Responsible Individual
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32. Overall, there is a high level of user satisfaction with the IT systems, including reliability and timeliness of reports.						
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Monitoring						
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33. Management monitors relevant external and internal information and considers the impact on the internal control structure.						
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34. Procedures are in place to monitor when controls are overridden and to determine if the override was appropriate.						
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35. Management takes appropriate action on exceptions to policies and procedures.						
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36. Management responds timely to weaknesses identified by the external auditors; there are no repeat material control weaknesses reported in the Statewide Single Audit Reports.						
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37. Management responds timely to internal audit findings and recommendations.						
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38. Internal and external audit findings and comments are provided to the governing board.						
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39. Complaints of improper financial matters by suppliers, regulators or other external parties are fully investigated and documented.						
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40. Controls that should have prevented/detected a problem are reassessed when problems occur.						
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41. Supervisory personnel perform various random and structured reviews to ensure control procedures are functioning as expected.						
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42. Personnel with requisite skills evaluate appropriate portions of the internal control system.						
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Description of Control				N/A	Comments	Responsible Individual
43. Mechanisms are in place for employees to report deficiencies in internal control to management on a timely basis.						
44. Periodically, access to financial systems is reviewed by management and modified as needed.						
Risk Assessment						
45. Management has established a strategic planning process that guides the organization as a whole. Entity-wide goals and objectives are linked to budgeting, operating and reporting functions.						
46. Activity-level objectives are linked with entity-wide objectives and strategic plans; program managers are held accountable for achieving activity-level objectives within budgetary constraints.						
47. Management has established a process to periodically review and update entity-wide strategic plans and objectives.						
48. Management identifies risks related to each of the established objectives and evaluates them as part of the business planning process.						
49. Management identifies financial reporting risks that result from operations or compliance with laws and regulations.						
50. Management identifies fraud risk factors, with particular attention given to management override of controls and the potential that senior management is the perpetrator.						
51. Management involves appropriate personnel and conducts brainstorming sessions to identify specific fraud schemes.						

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52. Identifying risks includes estimating the significance of the risk, the likelihood of the risk occurring, determining the appropriate action and assigning responsibility.						
53. Senior management develops plans to mitigate significant identified risks by mapping risks (including the risk of fraud) to control activities.						
54. Risk assessments are conducted on a regular basis.						