

<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><i>EXPENDITURES/DISBURSEMENTS</i></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> 	

General						
				N/A	Comments	Responsible Individual
1. No one individual is allowed to control all key aspects of an expenditure transaction, meaning the following responsibilities are performed independently: expenditure authorization; purchasing; receiving; invoice approval; invoice pre-audit/posting; reviews and reconciliations.						
2. Refresher training is provided periodically to agency personnel on policies/procedures related to disbursements, including travel claims, procurement cards, and on transactions requiring purchase orders and/or contracts.						

Description of Control				N/A	Comments	Responsible Individual
3. A mechanism for delegating expenditure authority exists; it is documented, easily accessible and kept up to date.						
Purchasing						
4. Procedures are in place to ensure items are procured using State Purchasing Policies, when applicable.						
5. Thresholds and procedures for obtaining competitive bids/quotations for items not available through State Purchasing contracts are in place and conform to State Purchasing policies statutory authority.						
6. Procedures for using sole source vendors exist and conform to State Purchasing policies and statutory authority.						
7. Open purchase orders are reviewed periodically by individuals independent of the purchasing and receiving functions.						
Receiving						
8. Contents of incoming shipments, as listed on the packing slip/bill of lading/vendor invoice, are compared to physical products received.						
9. Procedures are in place to ensure adequate cut-off of receipts at year end, so that expenditure accruals are recorded only for goods/services received in the current period.						
Processing Invoices for Payment						
10. Policies and procedures exist that describe documentation requirements and are readily accessible by agency personnel.						
11. Only original invoices are processed for payment; special processes exist to deal with electronic invoices and lost/missing original invoices.						

Description of Control				N/A	Comments	Responsible Individual
12. Invoices are matched to supporting documents (receiving records, purchase orders or other forms of purchase authorization); prices, extensions and discounts are checked for accuracy; expenditure coding is completed.						
13. Completed invoice/voucher packages are reviewed and approved by appropriate staff.						
14. Authorized signatures, account coding, etc. are independently verified.						
15. Security access differentiates between data input and pre-audit/posting responsibilities.						
16. Paid invoices are identified to prevent duplicate payments.						
17. Post-payment audit procedures and exception reports have been developed for detection of duplicate payments.						
18. Warrants flagged for special handling are returned to non-disbursements personnel to be logged and held for pick up. Stored in locked safe overnight. Signature of business unit employee obtained when warrant/check picked up. Logs are independently reviewed for unusual patterns.						
19. Procedures are in place to ensure credit is received for goods returned to vendors; credit adjustments are accurately calculated and recorded; refunds are obtained from vendors if appropriate.						

Description of Control				N/A	Comments	Responsible Individual
20. Periodically, employees not involved in purchasing functions or invoice processing perform post-payment audits to ensure agency expenditures/disbursements: <ul style="list-style-type: none"> • Are made to appropriate suppliers and comply with agency and statewide purchasing policies; • Are approved by personnel with appropriate authority; • Are made only for goods/services received; • Are accurately calculated; • Are recorded in the appropriate period; and • Are properly coded for accounting and program purposes. 						
21. There are no individuals handling cash disbursements who also have duties related to cash receipts.						
22. Cut-off procedures are in place to ensure that amounts for unbilled goods and services received prior to fiscal year end are computed and accrued as current year liabilities.						
System Controls						
23. Authorized Agent conducts at least an review of employees access to the State Accounting System to ensure employee access is valid.						