

Self Assessment of Internal Control

Program Income

Agency _____

Fiscal Year Ending _____

<u>YES</u>	<u>N/A</u>	<u>NO</u>		
				A. Control Activities / Information and Communication
			1.	Are policies and procedures in place to ensure program income is deposited in the bank and reported as earned?
			2.	Are collection policies and procedures clearly documented and communicated to personnel responsible for program income?
			3.	Are there policies and procedures to provide for the correct use of program income as directed by Federal program requirements?
			4.	Does the structure properly identify program income?
			5.	Are there proper channels for communicating suspected improprieties in the collection or use of program income?
				B. Monitoring
			6.	Does management compare actual program income to budget and investigate significant differences?