

Self Assessment of Internal Control

Reporting

Agency _____

Fiscal Year Ending _____

<u>YES</u>	<u>N/A</u>	<u>NO</u>		
				A. Control Activities / Information and Communication
			1.	Do written policies 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?
			2.	Is the general ledger or other reliable source the basis for the reports and is the account structure adequate to the task of producing accurate information?
			3.	Is there a tracking system of some kind which reminds staff when reports are due?
			4.	Is there supervisory review of reports performed to ensure accuracy and completeness of data and information included in the reports?
			5.	Is the required accounting method used (e.g., cash or accrual)?
			6.	Is there an accounting or information system that provides for the reliable processing of financial and performance information for federal awards?
			7.	Is there sufficient communication with federal authorities and/or federal guidance sources to determine changes in reporting requirements?
				B. Monitoring
			8.	Is there communication from external parties that corroborates information included in the reports for federal awards?
			9.	Is there periodic comparison of reports to supporting records by a review function?