

Agency _____

Control Environment

Control Policies and Procedures

Year-End _____

If an agency does not have their own code of ethical conduct, they may want to adopt the Office of Management Budget's policy or use it as a model for their own:

<http://www.nd.gov/hrms/docs/HrPolicyManual.pdf>

A. Integrity and Ethical Values

Yes No N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. | Does the agency have a code of ethical conduct that has been made available to all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. | Does the code of conduct address policy for potential conflicts of interest? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. | Is there a procedure in place for employees to report fraudulent or dishonest acts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. | Does Management take appropriate disciplinary action when necessary to enforce the code of conduct? |

B. Commitment to Competence

Yes No N/A

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|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. | Does management understand the knowledge and skills required to accomplish tasks? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. | Does the entity provide for applicable training of its employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. | Do accounting personnel appear to have sufficient expertise in selecting and applying applicable accounting principles? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. | Do accounting supervisors appear to have sufficient expertise to review accounting transactions for accuracy and compliance with rules and regulations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. | Are sufficient training opportunities to improve competency and update employees on new policies and procedures available? |

C. Management's Philosophy and Operating Style

Yes No N/A

10. Are principal accounting records and accounting employees at all locations under the supervision of the principal accounting officer?
11. Are management and operating decisions determined at appropriate levels?
12. Are policies and procedures consistent with statutory authority?
13. Does management review audit recommendations and take appropriate corrective action?
14. Is the internal control structure supervised and reviewed by management to determine if it is operating as intended?

D. Organizational Structure

Yes No N/A

15. Is there an organization chart clearly defining the lines of management authority and responsibility?
16. Is the organization chart current and accurate?
17. Are policies and procedures for authorizations established at a reasonably high level?
18. Have specific line of authority and responsibility been established to ensure compliance with federal and state laws and regulations?
19. Are all the agency's operations centralized or decentralized?
20. If decentralized, is monitoring of the areas adequate?

E. Assignment of Authority and Responsibility

Yes No N/A

21. Has management provided resources to ensure compliance with grant requirements and federal and state laws?
22. Is management actively involved in supervision of the various functions?
23. Has fiscal authority been formally delegated to specific management personnel?
24. Are responsibilities divided so that no single employee controls all phases of a transaction?

F. Human Resource Policies and Practices

Yes No N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. | Are competent personnel recruited? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. | Are accurate, up-to-date-position descriptions available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. | Are managers and employees held accountable for satisfactory completion of performance elements? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. | Do all supervisors and managers have at least a working knowledge of the State's personnel policies and procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. | Does each supervisor and manager have a copy or access to a copy of the State's personnel policies and procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. | Does management ensure compliance with the department's personnel policies and procedures manual concerning hiring, training, promoting, and compensating employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. | Has management established backup plans for sudden or significant changes in personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. | Are supervisors readily available to help personnel with non-routine problems? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. | Are external audits performed on a periodic basis? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. | Are background checks performed on certain people who have access to personal information, positions of accounting and financial oversight, and positions of trust? |