



## Agency Internal Control Self-Assessment

Audits provide managers with valuable insight into agency operations. During an audit, agency operations are closely reviewed. Policies and procedures that work well or require improvement are highlighted.

While at the present time, your agency may not be the subject of an audit by the Office of the D.C. Auditor, the **Agency Internal Control Self-Assessment and List of Agency Internal Control Best Practices** are designed to assist in the review of:

- Agency internal control
- Implementation of policies and procedures
- Compliance with rules and regulations

The GAO Standards for Internal Control state: “Internal control is a major part of managing an organization. It comprises the plans, methods, and procedures used to meet missions, goals, and objectives and, in doing so, support performance-based management.” The Agency Internal Control Self-Assessment solicits “Yes” or “No” responses. A “No” response indicates an area or issue that may require agency review and action.

We trust that you will find the Agency Internal Control Self-Assessment and the List of Agency Internal Control Best Practices are useful management tools.



**Agency Internal Control Self-Assessment**

		Yes	No	N/A
1.	Does the agency have written policies and procedures? Written policies and procedures should include workflow, responsibilities, and step-by-step procedures for recording key events.			
2.	Do employees receive adequate training regarding agency policies and procedures?			
3.	Do employees follow written policies and procedures?			
4.	Do agency contract and procurement files contain complete and accurate record of each transaction?			
5.	Are agency financial decisions based on accurate, current data?			
6.	Does the agency have a record retention system to obtain accurate data that measures compliance with the agency's Performance Accountability Report?			
7.	How does the agency verify compliance with applicable rules and regulations?			



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8.	Is there an established system for employees to report potential problems including fraud?			
9.	Does the agency have an established, consistent process to create and maintain records containing all essential information relating to the formulation and execution of government policy?			



**Agency Internal Control Best Practices**

- The agency should have written policies and procedures for the creation and retention of records.
- There should be an established, consistent process to create and maintain records containing all essential information relating to the formulation and execution of government policy.
- Agency contract and procurement files should contain a complete, accurate history of contract and procurement transactions.
- Internal control and all transactions and other significant events should be clearly documented and the documentation should be readily available for review.
- Transactions should be promptly recorded to maintain their relevance and value to management in controlling agency operations and making decisions.
- Every transaction of public business of any District official or employee shall be complete to the extent required to facilitate actions by incumbents and their successors in office, to make possible proper oversight by the Council of the District of Columbia, courts and other authorized agencies to protect the financial, legal and other rights of the government and of persons affected by the government's actions.
- Agency policies and procedures should be formally documented. Documentation should include workflow, responsibilities, and step-by-step procedures for recording key events.
- Written policies and procedures encourage consistent performance and employee accountability.
- Access to sensitive data must be limited to authorized users.
- Levels of employee responsibility should be clearly defined.
- Managers should consistently monitor and evaluate the effectiveness of programs and verify compliance with rules and regulations.
- Performance measures should be established for critical activities.
- Employees should understand that compliance with rules and regulations is mandatory.