



# Internal Controls Checklist



March 2018

## TABLE OF CONTENTS

INTRODUCTION.....	2
CONTROL ENVIRONMENT.....	2
BASIC ACCOUNTING PROCESSES.....	4
COLLECTIONS, DEPOSITS AND CASH FUNDS .....	6
PURCHASING AND DISBURSEMENTS .....	10
ASSET MANAGEMENT.....	13
PAYROLL.....	16
HUMAN RESOURCE MANAGEMENT .....	17
RESEARCH MANAGEMENT AND SUPPORT.....	19
INFORMATION TECHNOLOGY .....	22
QUESTIONS AND ANSWERS .....	24
UNIVERSITY OF FLORIDA INTERNAL CONTROL PRINCIPLES.....	27
GUIDING PRINCIPLES OF FINANCIAL MANAGEMENT.....	29

## INTRODUCTION

The objective of the Internal Control Checklist is to provide the campus community with a tool for evaluating the internal control structure in a department or functional unit, while also promoting effective and efficient business practices. Utilization of this checklist should strengthen internal controls and improve compliance. The checklist is not meant to be absolute but informative when reviewing controls in a given area.

### HOW DO I USE THE CHECKLIST?

**The checklist should be completed by individuals accountable for the particular business process.**

Most internal control procedures are based on common sense. For example, the person having custody of the asset, such as cash, should not be the only person responsible for accounting for it and no one person should be able to complete a requisition/payment transaction or personnel/payroll transaction from beginning to end without appropriate monitoring or oversight. Incompatible duties should be segregated for a check and balance; laws and University policies and directives are expected to be followed. Despite the fact that many internal controls are a simple matter of common sense, taking the time to periodically use this checklist to review the control processes can be a valuable tool in the process and help document your due diligence.

This checklist is similar to what auditors might use when performing a review of your department's internal controls.

While “no” responses would normally indicate a potential weakness, this could be off-set by “compensating” controls within the unit. It is difficult to make a statement regarding a particular control based on the response to just one question. However, a “no” response will probably be an indicator that compensating controls or additional steps are needed for a particular process.

The complete set of checklists is available electronically at <http://www.fa.ufl.edu/controller/internal-control/checklist/>. Additional information about internal controls is available at [http://www.oia.ufl.edu/Internal\\_Control/Int\\_Control.html](http://www.oia.ufl.edu/Internal_Control/Int_Control.html).

For more information about internal controls, a Q&A is provided at the end of this checklist. If you have questions about this checklist, please contact the University Controller's Office at (352) 392-1321.

***Remember, we all play a part in the university's internal control system!***

## CONTROL ENVIRONMENT

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Are appropriate faculty and staff members familiar with the following: <ul style="list-style-type: none"> <li>- Board of Trustees Policies (<a href="http://www.trustees.ufl.edu/policies/">http://www.trustees.ufl.edu/policies/</a>)</li> <li>- Finance and Accounting Directives and Procedures (<a href="http://www.fa.ufl.edu/directives-and-procedures/">http://www.fa.ufl.edu/directives-and-procedures/</a>)</li> <li>- Internal Control Principles (<a href="http://www.fa.ufl.edu/controller/internal-control/">http://www.fa.ufl.edu/controller/internal-control/</a>)</li> <li>- Other relevant operating and compliance requirements and guidelines?</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Does management demonstrate the importance of integrity and ethical values, including the statement of core values, to faculty and staff? Are they familiar with the Code of Ethics for Public Officers and Employees, Chapter 112 Part III, Florida Statutes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Is good communication, collaboration, and team effort emphasized?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Is management open to employee suggestions to improve productivity, service, and quality?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Do management and employees have the knowledge, training, and skills necessary to perform their jobs adequately and continue to take advantage of on-going training opportunities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Has management established a mission statement, set goals, and developed plans to meet its objectives?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Are plans and performance targets developed and regularly reviewed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Are the unit's performance targets realistic and attainable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Does integrity of financial and operational results take priority over reporting acceptable performance targets?

\* NS – Not Sure \* N/A – Not Applicable

## CONTROL ENVIRONMENT

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Are the unit's organizational structure and lines of authority clearly defined and understood by employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> Are employee job descriptions current?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Are employee desk procedures and other internal operating procedures current and in a written format?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13.</b> Has the unit maintained an acceptable employee turnover rate?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>14.</b> Does employee morale appear to be at an acceptable level?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>15.</b> Does the unit have the time, tools, and resources to effectively accomplish its mission and objectives?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.</b> Has the unit established any benchmarks with peers to measure its resource use and outcomes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.</b> Are records maintained in accordance with guidelines issued by the Office of the Provost? <a href="http://www.aa.ufl.edu/Data/Sites/18/media/policies/records-management-information.pdf">http://www.aa.ufl.edu/Data/Sites/18/media/policies/records-management-information.pdf</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>18.</b> Does the unit have a documented business continuation plan that addresses the absence of key employees and backup procedures for key business processes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>19.</b> Are documented risk assessments periodically performed?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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## BASIC ACCOUNTING PROCESSES

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

### TRAINING

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Is fiscal staff familiar with appropriate sections of Finance and Accounting Directives and Procedures? <a href="http://www.fa.ufl.edu/directives-and-procedures/">http://www.fa.ufl.edu/directives-and-procedures/</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Has fiscal staff been appropriately trained in the use of the accounting system, including the <a href="#">chart of accounts</a> ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Has fiscal staff been appropriately trained in the use of the Enterprise Reporting and the Monthly Financial Reports?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Does fiscal staff possess accounting skills and knowledge necessary to adequately perform their responsibilities?

\* NS – Not Sure \* N/A – Not Applicable

### RECONCILIATIONS

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Are Monthly Financial Reports (departmental ledgers) reviewed and reconciled at least monthly and on a timely basis?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Is the staff performing the reconciliation separate from the staff initiating and finalizing transactions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Are reconciling differences, negative balances, and/or unsupported transactions investigated and corrected timely?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Does higher level management review the reconciliation in a timely manner and appropriately document its review?

\* NS – Not Sure \* N/A – Not Applicable

# BASIC ACCOUNTING PROCESSES

## FUNDS MANAGEMENT

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Are funds for large purchases, travel, etc. encumbered and set aside ahead of time to ensure that funds will be available when payment is due?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Are the Appropriations Summary and Grant Summary reports generated and reviewed by appropriate management to compare budgeted balances with actual financial activity?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> If cost center deficits are anticipated, are appropriate levels of management notified timely and appropriate corrective action taken?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Does fiscal staff understand the rules associated with different fund types (E&G Appropriations, Grants, Agency, Auxiliary, Direct Support Organizations, etc.)?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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## COLLECTIONS, DEPOSITS AND CASH FUNDS

<b>Department</b>	
<b>Nature of Cash Funds/Collections</b>	
<b>Preparer(s)</b>	<b>Date</b>

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are staff members responsible for cash funds, cash handling, and deposits familiar with relevant Finance and Accounting Directives and Procedures? <a href="http://www.fa.ufl.edu/directives-and-procedures/cash-collections-receivables-and-investments/">http://www.fa.ufl.edu/directives-and-procedures/cash-collections-receivables-and-investments/</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are the collection and deposit preparation functions segregated from the accounting functions, including general ledger and accounts receivable maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Has each type of Cash Fund (research stipends, change, and petty cash) been approved by the appropriate party, i.e. department dean/director, and Finance and Accounting - Treasury Management?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are receipts issued or mail logs completed immediately for collections received in person or through the mail?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are cash register receipts or uniform cash receipts issued each time a cash collection (including collection by check or credit card) is received?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are pre-numbered receipts, mail logs, and cash register readings independently controlled, accounted for, and compared to validated deposit documentation by an individual with no cash handling responsibilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are all copies of voided receipt forms and cash register voids retained, accounted for, and approval documented?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Are all collections required to be made payable to the proper payee, "University of Florida," or department/center under the direct control of University of Florida, or the appropriate direct support organization party to the transaction?

\* NS – Not Sure \* N/A – Not Applicable



## COLLECTIONS, DEPOSITS AND CASH FUNDS

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are checks required to be restrictively endorsed upon receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are responsibilities for monies fixed at all times? (This would include prohibiting cash handlers from working out of the same cash drawer, requiring documentation of transfers of collections among employees, limiting access to monies, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Are cash drawers or cash boxes secured when the cash custodian leaves his/her workstation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Do cash registers have sufficient built-in control features to prevent the operator from backing out transactions without supervisory approval or resetting the cash register readings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Are overages and shortages properly documented and appropriately explained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Are cash and checks deposited in a timely manner in accordance with UF Directives and Procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Are receipts and deposits reconciled at least monthly with unit ledgers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are funds physically stored in a safe or equally secure place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Is knowledge of safe combinations or access to keys restricted to employees with a need-to-know or need-to-access? Is the combination/keys to the safe changed when there are personnel changes involving staff with this access?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Are unannounced cash fund counts and reviews performed by someone other than cash fund custodian on a periodic basis?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Are deposits transported in person in locked bank bags or sealed tamper-proof bags?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Is the use of cash funds restricted from making personal loans, cashing personal checks, reimbursements for purchases made on personal credit cards or debit cards, travel expenses, or taxes for which the university is not liable?

\* NS – Not Sure \* N/A – Not Applicable

## COLLECTIONS, DEPOSITS AND CASH FUNDS

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Are duties related to accounts receivable delegated so that no one individual can collect funds, update receivable records and reconcile accounts receivable details?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Are accounts receivable billings issued at least monthly, or as required by an agreement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Are accounts receivable aged regularly with older accounts receiving appropriate follow-up?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Is the write-off of delinquent accounts in compliance with university policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Are cases of suspected fraud or theft brought to the attention of University of Florida Police Department, the Insurance Coordinator in Environmental Health and Safety, Treasury Management and Office of Internal Audit, immediately upon discovery?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Does unit management periodically review data showing trends regarding the status of receivable balances and take appropriate action if needed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Are sales taxes collected and properly remitted when appropriate? Please refer to University Payroll and Tax Services website for any questions ( <a href="http://fa.ufl.edu/departments/payroll-tax-services/">http://fa.ufl.edu/departments/payroll-tax-services/</a> )?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. If revenues are possibly subject to Unrelated Business Income Taxes, has the University Payroll and Tax Services been notified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. If the department accepts credit cards for payment, is the department following Finance and Accounting Directives and Procedures on credit cards <a href="http://www.fa.ufl.edu/directives-and-procedures/cash-collections-receivables-and-investments/">http://www.fa.ufl.edu/directives-and-procedures/cash-collections-receivables-and-investments/</a> ? This requires compliance with the Payment Card Industry Data Security Standards (PCIDSS). These standards address appropriate security measures needed in place to secure customer information, i.e. credit card numbers, etc. and may be found at the PCI Security Standards Council website: <a href="https://www.pcisecuritystandards.org/security_standards/index.php">https://www.pcisecuritystandards.org/security_standards/index.php</a>

\* NS – Not Sure \* N/A – Not Applicable

## COLLECTIONS, DEPOSITS AND CASH FUNDS

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Are cash funds kept physically separate from other funds? Cash funds must not be not commingled with any other funds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Are cash funds reconciled by someone independent of custodian at least once per month? If custodian completes the cash fun reconciliation, are compensating controls, such as a higher level review of the reconciliation, in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Do reconciled cash funds undergo higher level management review?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Is Cash Fund Activity Log or alternative form used to document purchases made from Petty Cash fund? Note: alternative forms must include information per UF petty cash policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Are changes to cash funds information communicated to Treasury Management including changes in purpose, physical location, custodian, chartfield, and individual(s) with access to the fund, increasing, decreasing or closing of cash fund?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Are purchases from Petty Cash fund for allowable purchases evidenced by itemized receipts?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Does the person responsible for custody of cash funds understand what to do in case of loss or theft?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Are annual cash fund confirmations completed and returned to Treasury Management?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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## PURCHASING AND DISBURSEMENTS

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Are staff responsible for requisition/purchasing, vendor payments, and travel familiar with the directives for purchasing and disbursements? <a href="https://procurement.ufl.edu/uf-departments/directives-procedures/">https://procurement.ufl.edu/uf-departments/directives-procedures/</a> <a href="http://www.fa.ufl.edu/directives-and-procedures/disbursements/">http://www.fa.ufl.edu/directives-and-procedures/disbursements/</a> <a href="http://www.fa.ufl.edu/directives-and-procedures/travel/">http://www.fa.ufl.edu/directives-and-procedures/travel/</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Are the duties for initiating requisitions, receiving purchased items, processing of invoices for payment, and reconciliation of the departmental ledger separated between two or more employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Are contracts and leases approved by all appropriate parties prior to the effective date of the contract?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Does supervisory staff review charges recorded on the departmental ledger and inquire about unfamiliar charges?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Is management’s review of the departmental ledger, reconciliation, and supporting documentation appropriately documented?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Do unit procedures ensure the best combination of quality, total price, and delivery are evaluated when acquiring goods or services?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Are purchase requisitions initiated and approved by employees specifically authorized to perform this task?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Are vendor invoices processed timely?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Are all invoices independently reviewed for completeness, accuracy, compliance with university directives, and agreement to supporting documentation (receiving reports and purchase orders) before approval for payment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Do vouchers receive appropriate supervisory approval before payment?

\* NS – Not Sure \* N/A – Not Applicable

## PURCHASING AND DISBURSEMENTS

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> Are appropriate discounts offered being taken?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> If the invoice inappropriately included taxes, were they deducted prior to payment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13.</b> Are returned purchases controlled in such a manner to ensure that the department receives the credit or refund due the department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>14.</b> Are vendor invoices and travel reimbursements controlled in such a manner as to prevent duplicate payment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>15.</b> Are encumbrances and disbursements reconciled with the departmental ledger?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.</b> Does the Dean, Director, or Department Head approve (by signature) the issuance of purchasing cards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.</b> Does the department obtain supporting receipts and cardholder's signature and/or generate "PCard Paid Charges Aging Report" reports for each cardholder to sign?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>18.</b> Are purchasing card transactions reconciled and approved timely per the PCard directives? <a href="http://www.purchasing.ufl.edu/departments/pcard/default.asp">http://www.purchasing.ufl.edu/departments/pcard/default.asp</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>19.</b> Does department management periodically review a list of departmental cardholders and their limits to determine if changes need to be made?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>20.</b> Are originators trained to ensure proper posting of travel data?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>21.</b> Does the department create an "Authorized Approver Request Form" to authorize a designee to approve travel?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>22.</b> Does the approver verify that a travel authorization was created before the travel occurred?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>23.</b> Do travelers (except undergraduates on study abroad/independent study programs) participating in official university international travel register online at the UF International Center Web site ( <a href="http://www.ufic.ufl.edu/travelregistration.html">http://www.ufic.ufl.edu/travelregistration.html</a> ) before travel?

\* NS – Not Sure \* N/A – Not Applicable

## PURCHASING AND DISBURSEMENTS

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>24.</b> Are travel authorizations compared to the traveler’s budget balance to ensure that the traveler is still within the limits of his/her budget?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>25.</b> Are travel advances made and approved through the Travel and Expense Module?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>26.</b> Are travel advances settled timely?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>27.</b> Is a periodic review made of telephone lines and equipment to ensure that such telephone lines and equipment is needed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>28.</b> Is the use of UF property limited to official business use only?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>29.</b> Are maintenance agreements reviewed periodically, especially before they are renewed, to ensure that the equipment the maintenance agreement is intended to cover is still owned and used by the unit and that it is still in the unit’s best interest to continue to carry the maintenance coverage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>30.</b> Are the purchase, storage, and issuance of supplies properly controlled to prevent over-purchasing, pilferage, deterioration, and damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>31.</b> Does the department maintain appropriate documentation explaining the business purpose for cell phone reimbursement and how the reimbursement was calculated?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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## ASSET MANAGEMENT

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Are department property custodians familiar with the appropriate section of Finance and Accounting Directives and Procedures for the management of capital assets and attractive property? <a href="http://www.fa.ufl.edu/directives-and-procedures/asset-management/">http://www.fa.ufl.edu/directives-and-procedures/asset-management/</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Is the department restricting access to areas with capital assets and attractive property? Restricting access includes work areas, storerooms, and buildings to only appropriate individuals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Are Campus Police and Asset Management notified immediately of any stolen or missing property?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Is the annual inventory completed timely for all capital assets? The deadline for all STAR and IFAS departments is January 31 <sup>st</sup> and for main campus and health science center is March 31 <sup>st</sup> ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Are all off-site certifications for capital assets and attractive property completed timely by September 30 <sup>th</sup> ?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Is all mandatory attractive property such as mobile computing devices (laptops, tablets, and Ipads), items located off-site, munitions, items purchased with equipment use fees (fund 163), and vehicles (including vessels and aircraft that are titled, licensed or registered with the DMV), added to myAssets as attractive property and decaded within 30 days of acquisition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Are all attractive property being tracked and inventoried annually by the departments using myAssets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Are approved foreign travel requests received from Asset Management prior to equipment being shipped outside the United States or accompanying a traveler outside the United states?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Does your department have a written attractive property policy?

\* NS – Not Sure \* N/A – Not Applicable

## ASSET MANAGEMENT

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Is property which is furnished or donated to UF (by the government or faculty transferring to UF from another institution) added to myAssets and decaled within 30 days of UF receiving the property?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> Is Asset Management notified of all additions and completions of property constructed at the University (work-in-process) within 30 days of invoice payment, so the capital asset record can be updated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Is a "Property Update" completed within 30 days of purchase to update the capital asset or attractive property record in myAssets for serial number, manufacture, UFID, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13.</b> When moving capital assets or attractive property from one location to another within your department, is Asset Management notified by a "Property Update", informing Asset Management of the new location information in myAssets within 30 days?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>14.</b> When transferring property/equipment to a different department or project, is an online "Report of Transfer Request" form completed and approved within 30 days in myAssets in a timely manner?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>15.</b> Are surplus requests completed in myAssets within 30 days for capital assets and attractive property which is obsolete, broken, or property that is no longer needed by the department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.</b> Is surplus property secured until being removed by UF Surplus after an approved surplus pick-up request?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.</b> Is Asset Management notified of any errors or discrepancies on the equipment inventory report in a timely manner?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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# PAYROLL

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Are staff members with responsibility for payroll familiar with the Finance and Accounting Directives and Procedures relating to Payroll? <a href="http://www.fa.ufl.edu/directives-and-procedures/payroll/">http://www.fa.ufl.edu/directives-and-procedures/payroll/</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Have employees charged with payroll and Commitment Accounting responsibilities been appropriately trained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Are time and labor entries approved by the dean, director, unit head, or other supervisor who has supervisory responsibilities over the persons whose time and/or payment is being approved?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Does the payroll processor review the Preliminary Pay Lists, including the Employees Missing a Paycheck section, to ensure that employees will be paid correctly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Is the Final Pay List retained in the department in hard copy or electronic format, with evidence of approval including signature and date, to document that faculty, staff and other employees are paid according to wage contracts and terminated employees are not paid?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Is the Final Pay List reviewed in a timely manner so Payroll & Tax Services can be notified by the appropriate deadlines of any advices requiring EFT cancellation and/or any emergency check requests?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Are Commitment Accounting entries properly approved, made timely, and accurately?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> For non-exempt employees required to maintain timesheets for time worked, do the time records reflect the actual hours/minutes worked rather than the hours scheduled to be work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> If payroll checks and earning statements are in the possession of the department, are they properly secured prior to delivery?

\* NS – Not Sure \* N/A – Not Applicable

# PAYROLL

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Have procedures been implemented to ensure that leave is properly approved and accurately recorded in myUFL?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> Are appropriate identification and authorization required if paychecks or earning statements are to be provided to individuals other than the employee?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Additionally, if the employee is unknown to the paycheck distributor, is appropriate identification required before the pay check is released?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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## HUMAN RESOURCE MANAGEMENT

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Are employees with HR administrative responsibilities familiar with human resource policies? <a href="http://www.hr.ufl.edu/policies/">http://www.hr.ufl.edu/policies/</a> <a href="http://www.hr.ufl.edu/forms/">http://www.hr.ufl.edu/forms/</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Are hiring practices reflective of the university's non-discrimination policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Are references and past work experience of new employees, including faculty, verified and documented?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Is the ePAF completed by the fourth day of work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Is the visa status of foreign national employees validated on a quarterly basis?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Do new employees participate in new employee orientation and are they provided with the employee handbook? <a href="http://www.hr.ufl.edu/policies/handbook.pdf">http://www.hr.ufl.edu/policies/handbook.pdf</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Do new employees complete prevention of sexual harassment training within 30 days of date of hire?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Are duties relating to approval of new hires and approval of time/labor or review of payroll segregated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Are confidential records maintained in accordance with retention schedules and access limited to those with a "need to know"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Are performance evaluations completed annually for employees when required by HR?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> Are employees who are covered by the Fair Labor Standards Act (non-exempt/hourly employees) compensated for overtime worked?

\* NS – Not Sure \* N/A – Not Applicable

## HUMAN RESOURCE MANAGEMENT

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Are unit procedures in place to ensure that undergraduate student employees do not work more than 20 hours a week (unless granted a waiver from Student Employment) and do not work during scheduled classes without documentation that the class has been canceled?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13.</b> Are procedures in place to ensure awareness and compliance with the university’s policy for reporting outside employment activities, and any potential conflicts of interest and nepotism?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>14.</b> Are terminations of appointments for employees separating from the university processed timely and the exit checklist reviewed? <a href="http://www.hr.ufl.edu/emp_relations/forms/exit_checklist.pdf">http://www.hr.ufl.edu/emp_relations/forms/exit_checklist.pdf</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>15.</b> Have employees with HR administrative responsibilities attended training programs that are specific to their roles in the organization? <a href="http://www.hr.ufl.edu/training/default.asp">http://www.hr.ufl.edu/training/default.asp</a>

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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## RESEARCH MANAGEMENT AND SUPPORT

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Are staff members responsible for contracts and grants familiar with the directives and procedures relating to contracts and grants? <a href="http://www.fa.ufl.edu/directives-and-procedures/">http://www.fa.ufl.edu/directives-and-procedures/</a> , <a href="http://cfo.ufl.edu/administrative-units/gbas/gbas-resource-center/contracts-and-grants/">http://cfo.ufl.edu/administrative-units/gbas/gbas-resource-center/contracts-and-grants/</a> )
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Is staff familiar with the Office of Research policies, procedures and best practices? ( <a href="http://research.ufl.edu/cg/resources.html">http://research.ufl.edu/cg/resources.html</a> )
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Have staff and faculty been provided sufficient training to understand the special requirements of expending contract and grant funds, effort reporting, and in general ensuring compliance with grant or contract terms and Federal regulations? See training resources at: <a href="http://hr.ufl.edu/learnandgrow/courses-registration/sponsored-research-training/http://hr.ufl.edu/training/catalog/compliance.asp">http://hr.ufl.edu/learnandgrow/courses-registration/sponsored-research-training/http://hr.ufl.edu/training/catalog/compliance.asp</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Are appropriate procedures in place to ensure that all technical and progress reports are prepared by employees directly involved with the grant program or contract and are submitted to the sponsor or contractor in accordance with the terms of the agreement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Are there policies and procedures to address circumstances when an award has not yet been accepted by the university (ex: set up of temporary accounts), excess funds remain after completion of a project, and charges are in excess of allowed amounts?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Are costs directly charged to a grant or used as cost sharing reviewed to assure they are reasonable, allocable, consistently treated, and meet any restrictions that apply?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Does your unit review terms and conditions of contractual agreements regarding limitations for expenditures before purchases are charged to a contract or grant?

\* NS – Not Sure \* N/A – Not Applicable

## RESEARCH MANAGEMENT AND SUPPORT

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Are unit procedures in place to ensure travel is an allowable expense under sponsor terms, charged at allowable rates, and benefits the grant charged?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Are salaries of administrative, clerical staff, and non-salary administrative items charged directly to a grant or sponsored project only if such services directly benefit the project, and for federal programs, only if they are explicitly budgeted for and CAS exemption received?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Is biweekly payroll distribution managed to assure that employee payroll is charged to sponsored projects consistent with employee's activities rather than availability of funds?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> Are payroll charges appropriately distributed and reported for employees whose compensation exceeds a sponsor's salary cap or other budgetary restrictions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Are policies and procedures in place to ensure payroll or other expenditure transfers are appropriate, approved, and processed timely and include appropriate justification and supporting documentation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13.</b> Are reimbursements to sub grantees/subcontractors reviewed by Principal Investigators (PI) who ensures the appropriateness of charges?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>14.</b> Are purchases of fixed assets made at such a time within the life of the project to allow for proper utilization of that asset in accomplishment of the project objectives?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>15.</b> Are procedures in place to ensure expenditures are not charged after the grant period, and assist core Contract and Grant offices with the timely closeouts of awards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>16.</b> Where projects require cost sharing or matching, does the unit compare regularly accumulated cost shared amounts with cost sharing requirements to ensure that the requirements will be met?

\* NS – Not Sure \* N/A – Not Applicable

## RESEARCH MANAGEMENT AND SUPPORT

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>17.</b> Are procedures in place to ensure expenditures are not charged after the grant period, and assist core Contract and Grant offices with the timely closeouts of awards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>18.</b> Where projects require cost sharing or matching, does the unit compare regularly accumulated cost shared amounts with cost sharing requirements to ensure that the requirements will be met?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>19.</b> Is there a control in place to ensure that expenses reported for purposes of cost sharing are not already charged directly to other sponsored projects unless specifically granted permission by both sponsors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>20.</b> Are grant summary reports reviewed and reconciled to supporting documentation periodically to verify that balances agree to amounts reported in myUFL?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>21.</b> Are staff members aware of Export Controls rules and regulations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>22.</b> Are staff members aware of human subject, international, animal, conflict and other non-fiscal compliance requirements?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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## INFORMATION TECHNOLOGY

<b>Department</b>	
<b>Preparer(s)</b>	<b>Date</b>

**Note:** There are a large number of safeguards that should be implemented by Information Technology professionals, or anyone that manages information technology resources for the unit. Those controls are assessed as part of the university’s Integrated Risk Management process. The administrative controls below are intended to ensure a unit is properly engaged with the Information Security Office and the UF Privacy Office.

### INFORMATION SECURITY

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Are appropriate faculty and staff members familiar with University of Florida information technology policies and standards, including those for information security? Policies are available at: <a href="http://www.it.ufl.edu/policies">http://www.it.ufl.edu/policies</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Does the unit complete an Information Security risk assessment for each information system (including ‘cloud’ services); prior to purchase of new technology products, systems or services; every two years; or when systems are upgraded? More information is at <a href="https://security.ufl.edu/it-workers/risk-assessment/">https://security.ufl.edu/it-workers/risk-assessment/</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Has an Information Security Administrator been designated, and is this person’s role communicated to others in the department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Has an Information Security Manager been designated, and is this person’s role communicated to others in the department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Has a Departmental Security Administrator been designated, and is this person’s role communicated to others in the department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Does the unit have a process to immediately notify the DSA and IT staff of personnel changes, including terminations and reassignments, in order to change roles and/or account permissions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Has the unit classified data used within the unit, and informed users of each data type of that classification?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Are users informed of reporting procedures for computer security incidents?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Are employees trained on information security?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Does the unit have a business continuity plan, providing for operation after a catastrophic loss of facilities, equipment, or Information Technology?

\* NS – Not Sure \* N/A – Not Applicable



# INFORMATION TECHNOLOGY

## PRIVACY

YES	NO	*NS	*N/A	CHECKLIST QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> Are all users informed of the university’s privacy policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Is all Restricted Data properly disposed of, such as by shredding or following the UF Media Sanitization Standard?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13.</b> Are users that handle patient or student data required to take the appropriate UF training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>14.</b> Are all users informed of procedures for reporting privacy incidents?

\* NS – Not Sure \* N/A – Not Applicable

**Comments/Compensating Controls:**

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# QUESTIONS AND ANSWERS

## What is Internal Control?

Internal control in its broadest sense is a process, affected by an organization's board of directors, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Accuracy and reliability of reporting
- Compliance with applicable rules, laws and regulations

Internal Control components include Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring.

Common control activities may include:

- Segregation of functional responsibilities to create a system of checks and balances.
- A system of authorization and record procedures to provide reasonable accounting control over assets, liabilities, revenues, and expenditures.
- Development of policies and procedures for prescribing and documenting the business and control processes. This should be reviewed and adjusted as needed to reflect changes in the business and control environment.

## What is legal/managerial compliance?

For the purposes of this checklist, legal and managerial compliance refers to compliance with the various laws, rules, policies, directives, and procedures that set the guidelines and parameters for our operations. Legal and managerial compliance requirements include, but are not limited to, the following:

- Federal Laws and Regulations, including 2 CFR-200
- Florida Laws, Statutes, and Administrative Code
- Federal Cost Accounting Standards
- University of Florida Board of Trustee Policies, Resolutions, and By-laws
- University of Florida Finance and Accounting Directives and Procedures
- University Controller Memoranda
- Departmental Policies and Procedures

Individual areas may impose additional business and/or control practices.

## How can I operate more efficiently?

There is no short answer to this question. Skilled, well-informed, ethical and motivated faculty and staff is an important ingredient to an effective operation. Staff should be provided adequate training opportunities and understand what is expected of them. Good lines of communications are essential.

The fast pace of technological advancements, changes in regulatory compliance requirements and staff turnover, it is essential to regularly review the various processes your unit has in place. These reviews must include understanding why tasks are being performed, determining if tasks add any value to the process, and questioning if there is a better way to accomplish them.

Examining past issues is a useful way of preventing them from being repeated in the future. Reviewing the structure or operations of similar organizations may also provide ideas for improvement.

## What should we do if there isn't enough staff to segregate incompatible duties?

Some areas, by virtue of their size, are not able to implement basic controls such as segregation of duties without an unreasonable expenditure of funds. Basically, the cost of the control exceeds the benefit of segregation of duties. In these cases, it is important that management institute **compensating controls** to protect the employees and the university.

**Compensating controls** are less desirable than basic internal controls, such as segregation of duties, because they generally occur after the transaction is complete. It takes more resources to investigate, correct errors, and recover losses than it does to prevent them in the first place.

Examples of compensating controls include:

- A manager may perform a high level review of detailed report of transactions completed by an employee that performs incompatible duties.
- A manager may periodically select a sample of transactions, request and review the supporting documents to ensure that they are complete, appropriate, and accurately processed. This monitoring procedure should be documented.
- Increase supervisory oversight: Other forms of activities a manager may perform as compensating control are observation and inquiry. Where appropriate, increasing supervisory reviews through the observation of processes performed in certain functions and making inquiries of employees.
- Have someone from outside the area perform an external review of activities. For instance, if two separate areas don't have enough employees to separate duties, the two different areas may be able to share responsibilities or "check" each other.

## What should we do if we identify potential control deficiencies or we have questions about this checklist?

Risks associated with potential control deficiencies may differ from unit to unit. Unit management is the first channel to address the implications of the deficiencies.

Other resources include the Controller's Office ([352-392-1321](tel:352-392-1321)) and the Office of Internal Audit ([auditor@ufl.edu](mailto:auditor@ufl.edu)).

**Are there policies or principles established by the University of Florida regarding internal controls and financial management?**

Yes, the University of Florida Internal Control Principles and Guiding Principles of Financial Management, both of which were adopted by the Board of Trustees, are on the following pages. These may be accessed electronically at <http://www.fa.ufl.edu/controller/guiding-principles/> and <http://www.fa.ufl.edu/controller/internal-control/>.

# UNIVERSITY OF FLORIDA INTERNAL CONTROL PRINCIPLES

*(These Internal Control Principles were adopted by the University of Florida, Audit Committee of the Board of Trustees.)*

University administrators and managers are charged with the responsibility for establishing a network of processes with the objective of controlling the operations of the University of Florida in a manner which provides the board of trustees reasonable assurance that:

- Data and information published either internally or externally is accurate, reliable, complete, and timely.
- The actions of administrators, officers, and employees are in compliance with the university's policies, standards, plans and procedures, and all relevant laws and regulations.
- The university's resources (including its people, systems, data/information bases, and client goodwill) are adequately protected.
- Resources are acquired economically and employed effectively; quality business processes and continuous improvement are emphasized.
- The university's internal controls promote the achievement of plans, programs, goals, and objectives.

Controlling is a function of management and is an integral part of the overall process of managing operations. As such, it is the responsibility of managers at all levels of the university to:

- Identify and evaluate the exposures to loss relating to their particular sphere of operations.
- Specify and establish policies, plans, and operating standards, procedures, systems, and other disciplines to be used to minimize, mitigate, and/or limit the risks associated with the exposures identified.
- Establish practical controlling processes that require and encourage administrators, officers, and employees to carry out their duties and responsibilities in a manner that achieves the control objectives outlined above.
- Maintain the effectiveness of the controlling processes established and foster continuous improvement to these processes.

The internal audit activity is charged with the responsibility for ascertaining that the ongoing processes for controlling operations throughout the organization are adequately designed and are functioning in an effective manner. The University of Florida Office of Internal Audit (OIA) is

responsible for reporting to management and the Committee on Audit and Operations of the Board of Trustees on the adequacy and effectiveness of the organization's systems of internal control, together with ideas, counsel, and recommendations to improve the systems.

The Committee on Audit and Operations is responsible for monitoring, overseeing, and evaluating the duties and responsibilities of management, the internal audit activity, and the external auditors as those duties and responsibilities relate to the organization's processes for controlling its operations. The Committee is also responsible for determining that all major issues reported by the internal audit activity, the external auditor, and other outside advisors have been satisfactorily resolved. Finally, the Committee is responsible for reporting to the full board significant matters pertaining to the university's internal control structure.

# UNIVERSITY OF FLORIDA

## GUIDING PRINCIPLES OF FINANCIAL MANAGEMENT

*(These Guiding Principles were adopted by the University of Florida, Board of Trustees at their September, 2006 meeting.)*

### **Scope:**

The university is committed to conducting business in a fiscally responsible manner under the highest ethical standards. The university will adopt the following principles:

### **Principles of Financial Management:**

- Maintain accounting records in accordance with Generally Accepted Accounting Principles (G.A.A.P.) which provide full-disclosure of compliance with stewardship responsibilities of the university.
- Maintain an internal control environment which enhances sound business practices and clearly defines roles, responsibilities and accountability.
- Ensure that applicable laws, regulations and donor or sponsor requirements or restrictions are complied with and that documentation standards provide assurances of such compliance.
- Provide accurate and relevant managerial financial reports. Standardized and cost center specific reports will be available as management tools for employees with delegated budgetary responsibilities. Higher level reports will be provided to those employees with broader level fiscal responsibilities
- Utilize appropriate budgetary controls applicable to fund source (i.e. state appropriations, auxiliary operations, sponsored research projects) to monitor variances and provide explanations of deviations.
- Maintain appropriate levels of financial transaction reviews and approvals by university personnel responsible for budgetary entities.
- Involve both internal and external parties to provide periodic independent oversight of university financial activities. Such parties shall include accounting professionals within the university, internal and external auditors, and governing bodies as appropriate.
- Ensure all employees are aware of their responsibility to report suspected fraudulent or other dishonest acts and deviations from the Principles of Financial Management to their supervisor, appropriate administrator or the university's Office of Internal Audit.