

# Control Self Assessment Questionnaire

This Control Self-Assessment Questionnaire is a multipurpose tool to be used by departments in assessing adequacy of internal controls within their area. The primary purpose of this tool is for departments to self-review in order to identify potential areas of weakness, non-compliance, and/or unsound practices.

This questionnaire is designed so that a "NO" response indicates an area of potential concern. A "NO" suggests that the budget unit may be in non-compliance with a particular policy or procedure, and/or missing or non-functioning control.

Departments are encouraged to self-assess themselves at regular intervals, depending on the outcome of the initial self-assessment. A budget unit with a significant number of "NO" responses should make needed corrections, and then perform a follow-up self-assessment within a few months.

Periodically, Internal Audit will select departments to perform a self-assessment as of a particular time. The results of the Control Self-Assessment Questionnaire will be forwarded to the Internal Auditor for review and random verification of the responses.

The Control Self-Assessment is divided into six categories as follows:

- I. General Controls
- II. Cash Controls
- III. Operating Expenditures
- IV. Personnel Expenditures and Travel
- V. Equipment and Computer Security
- VI. Ethics

## I. GENERAL CONTROLS

	Question	Yes	No	N/A
1.	The department performs a monthly reconciliation/review of its Comptroller Statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The department performs a monthly reconciliation/review of its payroll reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Unreconciled financial transactions are researched and corrected in a reasonable period of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The number and scope of department authorized signers are reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Control Self Assessment Contents Template

**L Darling-Hammond**



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### **Table of Contents Control Self Assessment Contents Template**

1. Understanding the eBook Control Self Assessment Contents Template
  - The Rise of Digital Reading Control Self Assessment Contents Template
  - Advantages of eBooks Over Traditional Books
2. Identifying Control Self Assessment Contents Template
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Control Self Assessment Contents Template
  - User-Friendly Interface
4. Exploring eBook Recommendations from Control Self Assessment Contents Template
  - Personalized Recommendations
  - Control Self Assessment Contents Template User Reviews and Ratings
  - Control Self Assessment Contents Template and Bestseller Lists

5. Accessing Control Self Assessment Contents Template Free and Paid eBooks
  - Control Self Assessment Contents Template Public Domain eBooks
  - Control Self Assessment Contents Template eBook Subscription Services
  - Control Self Assessment Contents Template Budget-Friendly Options
6. Navigating Control Self Assessment Contents Template eBook Formats
  - ePub, PDF, MOBI, and More
  - Control Self Assessment Contents Template Compatibility with Devices
  - Control Self Assessment Contents Template Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Control Self Assessment Contents Template
  - Highlighting and Note-Taking Control Self Assessment Contents Template
  - Interactive Elements Control Self Assessment Contents Template
8. Staying Engaged with Control Self Assessment Contents Template
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Control Self Assessment Contents Template
9. Balancing eBooks and Physical Books Control Self Assessment Contents Template
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Control Self Assessment Contents Template
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Control Self Assessment Contents Template
  - Setting Reading Goals Control Self Assessment Contents Template
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Control Self Assessment Contents Template
  - Fact-Checking eBook Content of Control Self Assessment Contents Template
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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