



## Self- Assessment Checklist

The checklist follows the 5 **Components of Control** and is further broken down into the 17 **Principles of Control**. You are required to make your assessment at the **Principle** level. To assist in your assessment, we have provided more detailed information which supports each **Principle** – including points of focus, descriptions, and references. We encourage you to consider every point of focus to facilitate your assessment of the **Principles of Control**. A comment field is provided after each **Principle of Control** for you to provide information regarding strengths and opportunities. It is imperative that this information be provided in sufficient detail to facilitate review by your Vice President and the Division of Audit. Remember, this will be the data that informs the President’s assurance statement to the Board of Trustees.

The Division of Audit is available to provide advice and assistance as you go through this process.

<b>Control Environment</b>					
<b>Principles of Control</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
The organization demonstrates a commitment to integrity and ethical values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The board of directors demonstrates independence from management and exercises oversight of the development and performance of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
Management establishes, with board oversight, structures, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization holds individuals accountable for their internal control responsibilities in the pursuit of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					

<b>Risk Assessment</b>					
<b>Principles of Control</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>



The organization specifies objectives with sufficient clarity to enable the identification and assessment of risks relating to objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization identifies risks to the achievement of its objectives across the entity and analyzes risks as a basis for determining how the risks should be managed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization considers the potential for fraud in assessing risks to the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization identifies and assesses changes that could significantly impact the system of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					

<b>Control Activities</b>					
<b>Principles of Control</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization selects and develops general control activities over technology to support the achievement of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization deploys control activities through policies that establish what is expected and procedures that put policies into place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					

<b>Information &amp; Communications</b>					
<b>Principles of Control</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					
The organization internally communicates information, including objectives and responsibilities for internal control, necessary to support the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



functioning of internal control.					
<b>COMMENTS:</b>					
The organization communicates with external parties regarding matters affecting the functioning of internal control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>					

Monitoring Activities							
Principles of Control			1	2	3	4	5
The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal control are present and functioning.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>							
The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the board of directors, as appropriate.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMENTS:</b>							

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Completed By:

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Title(s)