



Internal Controls Policy

Draft

June 2009

Introduction

Internal Controls: - *A set of rules, procedures and practices developed and employed to facilitate the safeguarding of an entity's assets be they liquid (cash or investments) or fixed (infrastructure or equipment) or intangible (credit rating or information).*

The importance of internal control to an organization is determined by the level that its resources are directed, monitored, and measured. Resources include staff time and effort to protect all other resources through monitoring and measurement including steps to prevent and detect fraud.

The goals and objectives of this Internal Controls Policy are to protect public assets and to foster reliance on public information for decision making purposes at all levels both internally and externally.

At the **organizational level**, internal control objectives relate to the reliability of financial reporting, timely feedback on the achievement of operational or strategic goals, and compliance with laws and regulations.

At the specific **transaction level**, internal control refers to the actions taken to achieve a specific objective (e.g., how to ensure the organization's payments to third parties are for valid services rendered). Internal control procedures reduce process variation (inconsistency), leading to more predictable outcomes. Internal control is a key element of the Foreign Corrupt Practices Act (FCPA) of 1977 and the Sarbanes – Oxley Act of 2002, which required improvements in internal control in United States public entities.

Internal controls rely heavily on segregation of duties, which continue to be the core of establishing good internal controls. Accounting professionals have broadened the definition of internal controls to include establishing a control environment, risk assessment, the flow of information and communication, and monitoring.

Internal Controls should be an integral part of any organization's financial and business policies and procedures. Internal controls consist of all the measures taken by the organization for the purpose of:

- . protecting its resources against waste, fraud, and inefficiency,
- . ensuring accuracy and reliability in accounting and operating data,
- . securing compliance with the policies of the organization, and
- . evaluating the level of performance in all organizational units.

Sample Of Internal Control Document

O. Ray Whittington, Patrick R. Delaney

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Internal Control Course: Reviewing internal controls: text ; documentation workbook, 1984 *Internal Audit Handbook* Henning Kagermann, William Kinney, Karlheinz Küting, Claus-Peter Weber, 2007-12-04 This book offers a comprehensive up to date presentation of the tasks and challenges facing internal audit It presents the Audit Roadmap the process model of internal auditing developed at SAP which describes all stages of an audit Coverage provides information on issues such as the identification of audit fields the annual audit planning the organization and execution of audits as well as reporting and follow up The handbook also discusses management related subjects Separate chapters are dedicated to special topics like IT or SOX audits Internal Controls Lynford Graham, 2007-09-10 In the new age of philanthropy donors expect charities to be models of accountability and transparency Internal controls Guidance for Private Government and Nonprofit Entities is a must read for CEOs and CFOs who want to gain a clear understanding of cost effective ways to implement the controls necessary to protect their organizations Elizabeth Myatt Chief Executive Officer World Lung Foundation If you were looking for the silver bullet to understand and audit internal controls you just found it This book will prove invaluable in planning the audit internal controls you just found it This book will prove invaluable in planning the audit because it specifically covers COSO and the new AICPA risk assessment auditing standards George I Victor CPA Partner in Charge of Quality Control Holtz Rubenstein Reminick LLP Author Lyn Graham gives practical easy to understand guidance for documenting internal controls I recommend this book for both my clients and our staff It is very useful for auditors and clients alike David E Adams CPA Partner Geffen Mesher Company This book is an essential guide and provides very practical advice about what to do and what not to do in making an investment in internal controls The author s expensive experience as an audit firm partner and standard setter are evident in the details provided I also recommend this book to teaches of auditing and systems as it provides a useful background to how internal controls really should work in today s business environment Jean C Bedard CPA PhD Timothy B Harbert Professor of Accountancy Bentley College Construction Guide Eric P. Wallace, 2008 Construction Guide provides CPAs with guidance on the accounting auditing and reporting that are particular to the construction industry In addition it provides CPAs with guidance on engagements for a wide range of situations including those special to utility contractors road builders home construction home builders real estate developers commercial construction residential construction and more The book includes work programs practice aids checklists and sample reports Internal Control Course United States. Department of Defense, 1984 Internal Control Audit and Compliance Lynford Graham, 2015-02-02 Ease the transition to the new COSO framework with practical strategy Internal Control Audit and Compliance provides complete guidance toward the latest framework established by the Committee of Sponsoring Organizations COSO With clear explanations and expert advice on implementation this helpful guide shows auditors and accounting managers how to document and test internal controls over financial reporting with detailed sections

covering each element of the framework Each section highlights the latest changes and new points of emphasis with explicit definitions of internal controls and how they should be assessed and tested Coverage includes easing the transition from older guidelines with step by step instructions for implementing the new changes The new framework identifies seventeen new principles each of which are explained in detail to help readers understand the new and emerging best practices for efficiency and effectiveness The revised COSO framework includes financial and non financial reporting as well as both internal and external reporting objectives It is essential for auditors and controllers to understand the new framework and how to document and test under the new guidance This book clarifies complex codification and provides an effective strategy for a more rapid transition Understand the new COSO internal controls framework Document and test internal controls to strengthen business processes Learn how requirements differ for public and non public companies Incorporate improved risk management into the new framework The new framework is COSO s first complete revision since the release of the initial framework in 1992 Companies have become accustomed to the old guidelines and the necessary procedures have become routine making the transition to align with the new framework akin to steering an ocean liner Internal Control Audit and Compliance helps ease that transition with clear explanation and practical implementation guidance *Governance, Ethics, Risk Management, Internal Control* Campuswise,2020-06-19 The primary objective of this book is to help students understand the course subject Internal Controls Policies and Procedures Rose Hightower,2008-12-03 Drawing on her many years as a consultant to numerous companies big and small author Rose Hightower infuses Internal Controls Policies and Procedures with her wealth of experience and knowledge Instead of reinventing the wheel your company can use this useful how to manual to quickly and effectively put a successful program of internal controls in place Complete with flowcharts and checklists this essential desktop reference is a best practices model for establishing and enhancing your organization s control framework These manuals are favorites for organizations and companies that need a foundation and grounding to ensure an internal control posture of integrity credibility method process and process or a reminder of its importance URLs were included when first published to encourage the dissemination and distribution of relevant chapters to those interested and in charge of the specific departments Although times have changed the principles professed are sound and solid for today s accounting and business environment Implementing these cornerstones will produce a principled manageable approach These manuals can be used by accounting individuals finance departments sole proprietor businesses large corporations accounting auditing students and any others interested in specific topics or general disciplines The discipline for the oversight processes and procedures are important when introducing or implementing auditing practices whether in accounting or throughout the organization These manuals should be used together to provide the basics when setting up a department or specific process discipline for learning about the strengths weaknesses and opportunities within the specific focus areas **The Operational Audit Blueprint - Definitions, Internal Audit Programs and Checklists**

for Success SALIH AHMED ISLAM,2023-04-09 The Operational Audit Blueprint Definitions Internal Audit Programs and Checklists for Success is an indispensable guide for anyone seeking to improve their organisation s operational processes through operational auditing This book provides a comprehensive overview of operational auditing including the tools and techniques used by internal auditors to evaluate operational processes It also emphasises the importance of audit programs and checklists in achieving success Contents of the book FINANCE Financial reporting Investments Accounts payable and receivable Budgeting Monitoring Fixed assets Tax compliance HR Human resources Payroll Payroll cycle data analytics MANUFACTURING Planning and production control Quality control Maintenance Safety ESG SUPPLY CHAIN Demand Planning Purchasing Tendering Import Inventory Third Party Labour Contractor Warehouse Management Purchase to Pay Cycle Data Analytics SALES MARKETING Sales Management Sales Performance And Monitoring Product Development Pricing And Discount Promotion And Advertising Marketing Campaigns Credit Limits Export Order Processing Customer Relationship Management Retail Customer Credit Data Analytics INFORMATION TECHNOLOGY Business Continuity Management Data Privacy Database It General Controls It Security Management It Backup Recovery It Vendor Management It Access Controls It Asset Management It Change Management It Data Management It Help Desk GENERAL PROCESSES Contract Management Project Management Ethics Ethical Business Conduct Guidelines Fraud Prevention Whether you re a business owner manager or internal auditor The Operational Audit Blueprint Definitions Internal Audit Programs and Checklists for Success is an essential resource for achieving operational and financial success through improved operational auditing With this book you will be able to identify and address potential issues before they become significant problems ensuring that your organization s are operating at peak efficiency *GAO Review ,1985 Wiley CPA Exam Review 2008*

O. Ray Whittington,Patrick R. Delaney,2007-12-04 Completely revised for the new computerized CPA Exam Published annually this comprehensive four volume study guide for the Certified Public Accountants CPA Exam arms readers with detailed outlines and study guidelines plus skill building problems and solutions that help them to identify focus and master the specific topics that need the most work Many of the practice questions are taken from previous exams and care is taken to ensure that they cover all the information candidates need to pass the CPA Exam Broken down into four volumes Regulation Auditing and Attestation Financial Accounting and Reporting and Business Environment and Concepts these top CPA Exam review study guides worldwide provide More than 2 700 practice questions Complete information on the new simulation questions A unique modular structure that divides content into self contained study modules AICPA content requirements and three times as many examples as other study guides *Wiley CIA Exam Review 2013, Part 1, Internal Audit Basics* S. Rao Vallabhaneni,2013-01-31 The most comprehensive Certified Internal Auditor Exam preparation guide available One exam three volumes of preparation Here is the best source to help you prepare for the Certified Internal Auditor CIA exam covering the new syllabus effective 2013 Wiley CIA Exam Review Volume 1 Internal Audit Activity s Role in

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