

## Self-Assessment of Internal Controls

<a href="#">Instructions for downloading the following file packages are located here.</a>		
Download all files:	<b><u>Self-Extracting Executable (.exe)</u></b> (Should work on most operating systems)  <a href="#">MS Word</a> or <a href="#">Adobe Acrobat</a>	<b><u>ZIP File</u></b> (If the .exe file does not work on your system, this one should)  <a href="#">MS Word</a> or <a href="#">Adobe Acrobat</a>

<b>File</b>	<b>MS Word</b>	<b>Adobe Acrobat</b>
Memo	<a href="#">Click here to download</a> (PDF format only)	<a href="#">Click here to download</a>
Confirmation of Self-Assessment of Internal Controls	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
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Internal Control Standards	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Control Environment	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Risk Assessment	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Financial Reporting Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Budget Reporting Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
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Accounts Receivable Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Purchasing/Accounts Payable Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Human Resource Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Inventory Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Fixed Asset Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Computer Security Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>

**Major Financial Assistance Cycle (See Attachment III)  
Federal and State Programs**
*General Requirements*

Davis-Bacon Act	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Allowable Costs/Cost Principles	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Period of Availability	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Procurement and Suspension of Debarment	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Program Income	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Relocation Assistance & Real Property Acquisitions	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Cash Management	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>

*Specific Requirements*

Types of Services Allowed or Not Allowed	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Matching, Level of Effort, Earmarking	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Eligibility	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>

*Supplemental Requirements*

Monitoring Subrecipients	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Investment Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Debt Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>

**Tax Compliance**

Compliance with IRS Information Return Reporting Requirements	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Compliance with IRS Backup Withholding Requirements	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>

*Payroll Compliance*

Objectives & Risks	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Educational Assistance Plan Payments	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Determination of Employment Relationship for Tax Reporting and Withholding Requirement	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>

Fringe Benefits	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Moving Expense Reimbursement	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
<b>Attachments</b>		
Attachment I: Internal Control Cycle-Not Applicable	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Attachment II: Inadequate Internal Control	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>
Attachment III: Notes for Completion of the Major Financial Assistance Cycle	<a href="#">Click here to download</a>	<a href="#">Click here to download</a>

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