

## **EXECUTIVE SUMMARY**

Acronyms

Key Internal Control Terms

### **SECTION 1 – INTERNAL CONTROL PROGRAM**

Chapter 1:	Overview
Chapter 2:	Annual Internal Control Review Plan
Chapter 3:	Conducting Internal Control Assessments
Chapter 4:	Monitoring Quality Control Over Evaluations
Chapter 5:	Developing and Implementing Corrective Actions
Chapter 6:	Reporting
Chapter 7:	Verifying and Certifying Corrective Actions
Addendum A:	Schedule of Key Actions
Addendum B:	Conducting Alternative Internal Control Reviews
Addendum C:	Conducting Internal Control Reviews
Addendum C:	References for Federal Regulations
Case Study No. 1:	Internal Control Assessment
Case Study No. 2:	Alternative Internal Control Review
Exhibit 1:	Priority Rating Worksheet
Exhibit 2:	Worksheet for Analysis of General Control Environment
Exhibit 3:	Summary of Analysis of General Control Environment
Exhibit 4:	Identifying Risks
Exhibit 5:	Alternative Management Control Review (Worksheet for documentation of: Risks, Control objectives, Control techniques, Testing, and Findings)
Exhibit 6:	Management Integrity Measures Spider Chart
Exhibit 7:	Survey Tracker Questionnaire – FY 2000 SMARTPAY (Charge Card) Program
Exhibit 8:	Departmental Manual Chapter - 330 DM 1
Exhibit 9:	Departmental Manual Chapter - 340 DM 1
Exhibit 10:	Departmental Manual Chapter - 361 DM 1
Exhibit 11:	OMB Circular A-123, Revised, “Management’s Responsibility for Internal Controls”

### **SECTION 2 – FINANCIAL INTERNAL CONTROLS**

Chapter 1:	Guidelines
Chapter 2:	Plan and Scope the Evaluation
Chapter 3:	Documenting Controls
Chapter 4:	Evaluating Design and Operating Effectiveness
Chapter 5:	Identifying and Correcting Deficiencies
Chapter 6:	Reporting on Internal Control
Addendum A:	Financial Reporting Items not Covered by the Materiality Definition
Addendum B:	Transaction Cycles That Should Be Considered For Testing
Addendum C:	Risk Factors for Financial Reporting
Addendum D:	Entity Level Internal Control Assessment
Exhibit 1:	Internal Control Matrix
Exhibit 2:	Account Risk Analysis
Exhibit 3:	Specific Control Evaluation Worksheet
Exhibit 4:	Illustrative Template for a Designated Senior Official to the Agency Head
Exhibit 5A:	Illustrative Template for a Statement of Assurance

Exhibit 5B: Illustrative Template for a Qualified Statement of Assurance  
Exhibit 5C: Illustrative Template When Cannot Provide a Statement of Assurance

### **SECTION 3 – FINANCIAL SYSTEMS/INFORMATION TECHNOLOGY**

Chapter 1: Overview  
Chapter 2: Roles and Responsibilities  
Chapter 3: Executing Internal Control Reviews for Information Systems and IT Programs  
Addendum A: Process Flowchart (with Timelines)  
Addendum B: Statutory & OMB Requirements Outline  
Addendum C: Report Requirements  
Addendum D-1: Statutory & OMB Requirements Traceability Matrix (RTM)  
  
Addendum D-2: National Institute of Standards and Technology (NIST) Requirements Traceability Matrix

### **SECTION 4 – AUDIT FOLLOW-UP PROGRAM**

Chapter 1: Overview of the Audit Follow-up Program  
Chapter 2: Accountability and Reporting  
Addendum A: Internet References for OMB Circulars

### **SECTION 5 – OFFICE OF INSPECTOR GENERAL AUDIT REPORTS**

Chapter 1: A Partnership: The Office of Inspector General and the Office of Financial Management  
Chapter 2: Internal Audit Reports  
Chapter 3: External Audit Reports  
Chapter 4: Financial Statement Audits  
Addendum A: Corrective Action Plan Format  
Addendum B: Key Terms Related to Office of Inspector General Audit Reports

### **SECTION 6 – GOVERNMENT ACCOUNTABILITY OFFICE AUDIT REPORTS**

Chapter 1: Audit Reports Issued by the Government Accountability Office  
Chapter 2: Roles and Responsibilities  
Chapter 3: Government Accountability Office Audit Process