



Office of the President
Office of Audit & Compliance Review

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April 20, 2007

TO: Deans, Directors, and Department Heads

FROM: Nur Erenguc, Chief Audit Executive

A handwritten signature in black ink, appearing to read "Nur Erenguc".

SUBJECT: Control Self-Assessment

The University of Florida's fiscal and administrative structure is based on a decentralized model. Within this structure, the deans, directors, and department heads are responsible for unit procedures, and internal controls. The internal controls should be designed to promote the achievement of unit's objectives, safeguard its assets, and ensure that transactions are processed in compliance with applicable laws, rules, policies and procedures. To assist you in evaluating your unit's internal controls and to increase your understanding of those controls, we have developed a web based control assessment tool (CAT). It consists of over 150 questions with "Yes/No/NA (not applicable) and N/S (not sure)" responses that address nine major categories:

- Control Environment
- Budgeting, Accounting, and Financial Reporting
- Collections, Deposits, and Cash Funds
- Asset Management
- Payroll
- Human Resource Management
- Purchasing and Disbursements
- Research Management and Support
- Information Technology

The CAT will also assist the Office of Audit and Compliance Review in its periodic internal control evaluation of the University. The success of this "self-assessment" will depend on sincere and open discussions of the current practices and the proper use of the tool. **The responses should have verifiable support.** To increase an understanding of internal controls, the tool provides links to University policies and procedures and discussions that further explain the objectives of the controls.

The tool is designed in a way that categories may be independently completed by you or the assigned staff members with a consolidated survey submission expected for your unit.

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Memo to DDD

April 20, 2007

Page 2

The *Control Assessment Tool* (CAT) is an application we developed that makes answering the questions as easy as pointing your mouse and clicking on the appropriate response by staff most familiar and responsible for that activity or process. Unit heads will receive an email from auditor@aa.ufl.edu; the email will include a unique WebCAT ID number to use in the completion of the survey located at http://oacr.ufl.edu/Control_Self_Assessment.htm. You will also find a set of instructions, FAQ, and a list of all the unit heads receiving this correspondence.

Please have the survey completed by May 4, 2007. If you are not the unit head or responsible process owner please let us know immediately (mjvelez@ufl.edu).

Thank you for your cooperation. If you have questions or need further assistance please contact me (nur@ufl.edu) or Marilyn J. Velez (mjvelez@ufl.edu) or call 392-1391, ext. 38.