UF UNIVERSITY *of* FLORIDA

Office of the President
Office of Audit & Compliance Review

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March 3, 2011

TO: Deans, Directors, and Department Heads

FROM: Brian Mikell, Chief Audit Executive *Brian D. Mikell*

SUBJECT: Control Self-Assessment Survey

The University of Florida 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 the unit's objectives, safeguard assets and to ensure that transactions are processed efficiently, accurately, as intended and 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 self-assessment survey. It consists of "Yes/No/NA (not applicable) and N/S (not sure)" questions that address nine major areas:

1. Control Environment
2. Budgeting, Accounting, and Financial Reporting
3. Collections, Deposits, and Cash Funds
4. Asset Management
5. Payroll
6. Human Resource Management
7. Purchasing and Disbursements
8. Research Management and Support
9. Information Technology

These self-assessment surveys will also assist the Office of Audit and Compliance Review in its periodic internal control evaluation of the entire university. The success of this "self-assessment" effort will depend on sincere and open discussions of the current procedures and on the accurate completion of the survey. **Your responses should have verifiable support.** To increase your understanding of internal controls, the survey is designed to link critical control issues and University policies and procedures and discussions that further explain the objectives of the controls.

Please note that if the business function is performed at the college level for multiple units, only one self-assessment survey is required; however, if it is performed separately at the unit level, a self-assessment survey or certain sections of it should be completed for each unit.

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The Office of Audit and Compliance Review is using a Windows based software product called the *Controls Assessment Tool* (CAT) that makes answering the questions on the self-assessment survey as easy as pointing your mouse and clicking on the appropriate response by those most familiar and responsible for that activity or process. We will directly send you an email that will include a unique password (WebCAT ID number) to identify your department. The survey is located at http://oacr.ufl.edu/Control_Self_Assessment.htm along with a set of instructions on how to complete the survey.

Please have the survey completed for your units by March 17, 2011. If you are not the department head of your unit and received this correspondence by mistake please email us immediately (LReinhrt@ufl.edu).

Thank you for your cooperation. If you have questions or need further assistance please contact Lily Reinhart at LReinhrt@ufl.edu or by phone at 273-1889.