

Section V - Appendix

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Confirmation of Self-Assessment of Internal Controls

Department _____

To be signed by the department's financial officer:

A self-assessment of internal controls has been conducted for the year ending June 30, 2010. As a part of this self-assessment, the Department of Accounting and General Services (DAGS) prepared Internal Control Questionnaire, has been completed and is available for review by the Office of the Auditor and the DAGS' Audit Division. Any instances of cycles deemed not applicable have been explained in Attachment I. Any instances of inadequate internal controls have been explained in Attachment II.

Signature: _____

Printed name: _____

Title: _____

Date: _____

Please return this form and a copy of the completed questionnaire (Section IV) and related attachments by December 31, 2009 via Email, fax or mail to:

Audit Division
Department of Accounting and General Services
1151 Punchbowl Street, Rm 230
Honolulu, HI 96813

Email: wayne.l.chu@hawaii.gov
Fax: (808) 586 0738

Sample

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Self-Assessment of Internal Controls

Internal Control Cycle – Not Applicable

The (name of cycle) cycle does not apply to the (name of the department) for the following reasons:

State reasons why the cycle is not applicable to the agency.

Sample

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Self-Assessment of Internal Controls

Inadequate Internal Control

Section: Accounts Receivable Cycle

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Problem noted:

One employee performs both the billing and collecting of accounts receivable processes at the department. The department has a limited number of employees.

Corrective action taken:

The accounts receivable employee will perform the billing of accounts receivable. The cash receipts employee will collect the accounts receivable. The accounting supervisor will review the billing and collecting and post to the general ledger. Due to the size of the department, this is the most cost effective action to take to obtain stronger internal controls.

OR

The billing and collecting accounts receivable process will be redistributed among the accounting personnel to allow for segregation of duties.

Effective date: Next billing cycle.