

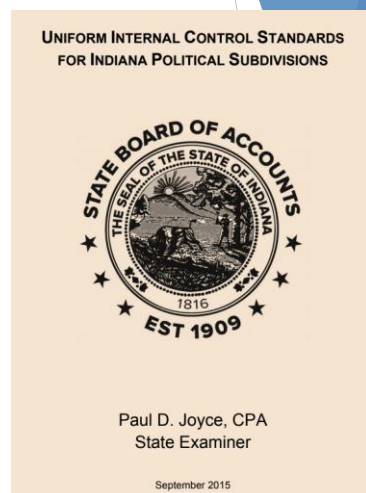
# Getting Started with Internal Controls

Indiana State Board of Accounts

## Uniform Internal Control Standards

- ▶ Developed by the SBOA
- ▶ Provides Framework
- ▶ Discusses the Five Components
  - ▶ Control Environment
  - ▶ Risk Assessment
  - ▶ Control Activities
  - ▶ Communication and Information
  - ▶ Monitoring
- ▶ Provides Case Studies and Examples
- ▶ Contains Approved Training Materials

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# Training on Internal Controls

- ▶ IC 5-11-1-27 requires all “personnel” to receive SBOA approved training on internal controls

*“personnel” means an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity.*

- ▶ IC 5-11-1-27 requirement is a one-time training for each person.
- ▶ Additional training recommended

# How to Find Approved Training Materials

SBOA Internal Controls Video - Approved Training for IC 5-11-1-27

*Uniform Internal Control Standards for Indiana Political Subdivisions,  
Section 2*

Other Approved Materials

[www.in.gov/sboa](http://www.in.gov/sboa)

# How to document internal control training

► Certification Form

**INTERNAL CONTROL TRAINING CERTIFICATION  
FOR ELECTED OFFICIALS, APPOINTEES, AND EMPLOYEES**

I, \_\_\_\_\_, the duly elected, appointed, or employed  
(print name)

\_\_\_\_\_ for \_\_\_\_\_ certify that I  
(position or title) (political subdivision)

received the following training concerning internal controls standards and procedures as required by Ind. Code § 5-11-1-27(g)(2):

Title of Training	Time Spent
_____	_____
_____	_____
_____	_____

Date: \_\_\_\_\_ Signature \_\_\_\_\_

# Council Responsibility

- IC 5-11-1-27... the legislative body of a political subdivision shall ensure that:
- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision.

# Fiscal Officer Responsibility

- ▶ IC 5-11-1-27... the fiscal officer of a political subdivision shall certify in writing that:
  - ▶ (1) the minimum internal control standards and procedures defined under subsection (e) have been adopted by the political subdivision; and
  - ▶ (2) personnel, who are not otherwise on leave status, have received training as required by subsection (g)(2).
- ▶ Filed with Annual Financial Report

# Annual Financial Report - Unit Questions

Year: 2018

## Annual Financial Report Main Menu ?

The sections below are the ones that are required to complete your annual financial report. Some of these sections are based on the answers that you gave to the questions on the previous screen. If you need to go back and change any of the answers to those questions, click on Unit Questions above.

Unit Information	Status
<u>Unit Questions</u> ← answers to these questions determine what forms are available in the system.	Complete
<u>Identify Enterprises</u> Identify your utilities and other enterprises that operate like a business. Examples include, Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.	3 Enterprise(s)
<u>Departments</u> Select departments that are in use and provide local names for some departments	21 Department(s)

The following must be filed with the Annual Report per IC 5-11-1-27 (h).

I certify that my unit has adopted the minimum internal control standards as required per IC 5-11-1-27(e).

Yes  No

If yes, I certify that all personnel defined by IC 5-11-1-27(c) received training concerning the internal control standards adopted by my unit.

Yes  No

# Written Policy and Procedures

Internal Control Policy - adoption of uniform internal control standards ordinance or resolution

Internal Control Procedures - specific procedures for your unit

- examples:
- \*receipting process
  - \*disbursing process
  - \*payroll

# Internal Control Audit Findings - Prior Audit

[www.in.gov/sboa](http://www.in.gov/sboa) Audit Reports

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## Recommendations

- ❑ Watch the SBOA Internal Controls Webinar or other approved training
- ❑ Find your city or town's ordinance/resolution adopting the Uniform Internal Control Standards.
- ❑ Review training certification forms to see if all employees have been trained and provide training if necessary; maintain forms locally
- ❑ Watch the cities/towns webinar on Internal Controls
- ❑ Review the specific procedures for your city or town
- ❑ Review prior audit report for Internal Control findings

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