

# Internal Control Evaluation Checklist

Department: \_\_\_\_\_

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

Evaluator: \_\_\_\_\_

## 1. Control Environment

Question	Yes	No	Comments
Is there a clearly defined organizational structure?	â˜	â˜	
Are key roles and responsibilities documented?	â˜	â˜	

## 2. Risk Assessment

Question	Yes	No	Comments
Are potential risks identified and documented?	â˜	â˜	
Are risk assessments reviewed regularly?	â˜	â˜	

## 3. Control Activities

Question	Yes	No	Comments
Are approval processes in place for financial transactions?	â˜	â˜	
Are reconciliations performed regularly?	â˜	â˜	

## 4. Information & Communication

Question	Yes	No	Comments
Is information relevant and timely?	â˜	â˜	
Are communication lines open for reporting issues?	â˜	â˜	

## 5. Monitoring Activities

Question	Yes	No	Comments
Are internal controls regularly reviewed and tested?	â˜	â˜	
Are corrective actions taken for identified weaknesses?	â˜	â˜	

## Important Notes

- This checklist is a guidance tool and should be adapted to specific organizational processes.
- Regular reviews help in maintaining effective controls and compliance.
- All responses should be supported with appropriate evidence and documentation.
- Identified issues should be addressed promptly to strengthen the control environment.

