

Departmental Internal Control Review Checklist

Department Name:

Reviewed By:

Date of Review:

Checklist

Control Area	Yes	No	Comments
1. Segregation of Duties: Are key duties and responsibilities segregated among different people to reduce the risk of error or inappropriate actions?	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
2. Authorization and Approval: Are transactions authorized and approved by persons acting within their authority?	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
3. Reconciliation: Are balances and transactions regularly reconciled and discrepancies investigated?	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
4. Physical Controls: Are physical assets secured and periodically verified?	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>
5. Information and Communication: Is relevant information identified, captured, and communicated in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<div></div>

Summary of Findings / Recommendations

Summarize key findings, observations, or areas for improvement...

Important Notes

- This checklist is a supporting document to assess internal controls within a department.
- The review is intended to identify weaknesses and recommend actionable improvements.
- Evidence and documentation should be maintained for all responses and findings.
- The checklist should be updated or adapted to reflect changes in processes or regulations.
- Consult with the internal audit or compliance team for guidance on best practices.