Standard Internal Control Checklist Template

Department/Unit:

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Prepared by:

_____

Date:

_____ / _____ / _____

Internal Control Areas Checklist

Control Point	Yes	No	N/A	Comments / Action Required
1. Duties are appropriately segregated to prevent errors or fraud.				
2. Access to assets and records is restricted to authorized personnel.				
3. Transactions are properly authorized and documented.				
4. Regular reconciliations are performed for accounts and records.				
5. Physical safeguards protect assets from loss or unauthorized use.				
6. Management reviews financial and operational results regularly.				

Summary of Findings / Action Plan

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Important Notes:

- This checklist helps ensure compliance with organizational policies and regulatory requirements.
- Answers should be supported by documentation where appropriate.
- Review and update this checklist periodically as processes or risks change.
- Action plans should be implemented promptly to address any identified gaps.