

# Operational Internal Control Review Checklist

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

Reviewer(s): \_\_\_\_\_

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

## Checklist

| Control Activity      | Description   | Yes | No | Comments |
|-----------------------|---|-----|----|----------|
| Segregation of Duties | Are responsibilities adequately separated to prevent unauthorized activities? |     |    |          |
| Authorization         | Are all transactions properly authorized and documented?                      |     |    |          |
| Reconciliation        | Are account reconciliations performed regularly and reviewed?                 |     |    |          |
| Physical Security     | Are assets (cash, inventory, data) physically secured against loss?           |     |    |          |
| Access Controls       | Are system and data access restricted to authorized users only?               |     |    |          |
| Documented Procedures | Are formal procedures for critical processes documented and followed?         |     |    |          |
| Monitoring            | Are internal controls monitored and deficiencies addressed promptly?          |     |    |          |
| Training              | Have staff received adequate training on internal controls and procedures?    |     |    |          |

## Important Notes

- This checklist should be reviewed and updated regularly as business processes change.
- Document any identified issues and develop action plans for remediation.
- Use this checklist as a part of continuous improvement for operational efficiency and risk mitigation.
- Ensure that all reviews are documented and retained for audit purposes.