

Internal Controls Compliance Evaluation Template

General Information

Department/Function	
Evaluation Date	
Evaluator Name	
Reporting Period	

Internal Control Areas Evaluation

#	Control Area	Control Description	Compliance Status	Evidence/Comments
1	Segregation of Duties	Duties are separated to prevent conflict of interest.		
2	Authorization & Approvals	All transactions are authorized by designated personnel.		
3	Documentation & Records	Records are maintained accurately and retained appropriately.		
4	Physical Controls	Access to assets is limited and properly controlled.		
5	IT Security	Information systems access is restricted and monitored.		

Summary of Findings

Strengths Identified	
Weaknesses / Areas for Improvement	
Recommended Actions	

Important Notes

- This template should be customized for the specific process or department being evaluated.
- Ensure supporting evidence is provided for each compliance status.
- Document any exceptions or non-compliance with sufficient detail for follow-up.
- Regularly review and update internal control documentation as processes or risks evolve.
- Compliance evaluation helps in early identification and mitigation of potential control weaknesses.