

SELF-REFLECTION: INTERNAL CONTROLS IN YOUR STATE

Instructions: Identify the staff responsible for each of the fiscal management activities in the table. Also indicate the frequency with which the information is reviewed by state the director or staff. In the last column, suggest ways in which this process might be improved (e.g., different staff, more frequent checks and reviews), where necessary.

ACTIVITY	STAFF RESPONSIBLE	HOW OFTEN DO YOU CHECK ON THIS?	SUGGESTIONS FOR IMPROVEMENT
Documentation of Personnel Expenses certified, time and activity records, with oversight and approval of supervisors			
Accounting for all program income and its proper use			
Monitoring expenditures to ensure they are allowable, accurate, reasonable, and allocable			
Ensuring that total funds for a cost category are not exceeded			
Checking that your program has not been overcharged or double-billed for a product or service			
Ensuring that minimum funds for a cost category are met (e.g., 82.5% for instruction)			
Comparing actual expenditures to budget			
Ensuring that all matching funds are properly documented, entered in the General Ledger, and periodically calculated			
Ensuring cost transfers are correct, allowable, allocable, and reasonable			
Ensuring operating, accounting, and compliance controls are documented, in place, and meet requirements			
Reviewing financial reports and ensuring that automatic error checks are corrected before submission to OCTAE			