

SELF-ASSESSMENT

The key to self-assessment is asking "how do we know we're doing what we're supposed to do?" The following questions can be used to help assess your department/division/operation internal controls.

- Are policies and procedures readily available that cover department/division activities and programs?
- Do employees know the policies and procedures that pertain to their job responsibilities?
- Are authorization limits communicated within your organization?
- Are all assets safeguarded at all times?
- Do we have an established document control process?
- Is data only accessible by authorized personnel?
- Do employees adhere to City policy and City codes?
- Do we have performance measures for our organization and for our major programs?
- Is there a better way to do my job?

Office of the City Manager

Internal Audit Division

Internal Controls



For assistance in
evaluating your internal
controls, contact the

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