



Internal Controls Policy

Draft

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Introduction

Internal Controls: - *A set of rules, procedures and practices developed and employed to facilitate the safeguarding of an entity's assets be they liquid (cash or investments) or fixed (infrastructure or equipment) or intangible (credit rating or information).*

The importance of internal control to an organization is determined by the level that its resources are directed, monitored, and measured. Resources include staff time and effort to protect all other resources through monitoring and measurement including steps to prevent and detect fraud.

The goals and objectives of this Internal Controls Policy are to protect public assets and to foster reliance on public information for decision making purposes at all levels both internally and externally.

At the **organizational level**, internal control objectives relate to the reliability of financial reporting, timely feedback on the achievement of operational or strategic goals, and compliance with laws and regulations.

At the specific **transaction level**, internal control refers to the actions taken to achieve a specific objective (e.g., how to ensure the organization's payments to third parties are for valid services rendered). Internal control procedures reduce process variation (inconsistency), leading to more predictable outcomes. Internal control is a key element of the Foreign Corrupt Practices Act (FCPA) of 1977 and the Sarbanes – Oxley Act of 2002, which required improvements in internal control in United States public entities.

Internal controls rely heavily on segregation of duties, which continue to be the core of establishing good internal controls. Accounting professionals have broadened the definition of internal controls to include establishing a control environment, risk assessment, the flow of information and communication, and monitoring.

Internal Controls should be an integral part of any organization's financial and business policies and procedures. Internal controls consist of all the measures taken by the organization for the purpose of:

- . protecting its resources against waste, fraud, and inefficiency,
- . ensuring accuracy and reliability in accounting and operating data,
- . securing compliance with the policies of the organization, and
- . evaluating the level of performance in all organizational units.

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RS Peters



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