This Self-Assessment Questionnaire (SAQ) is a tool to be used by an agency to:

* Develop fiscal and administrative controls.
* Evaluate the adequacy of existing procedures, both as written and actually performed.
* Ensure that written procedures and actual practices are the same.

Each agency should review its procedures **at least biennially** to ensure compliance with the minimal internal control standards as set forth in this SAQ. By completing the SAQ, an agency can identify potential internal weaknesses.

The SAQ is designed so that a “No” response indicates an area of concern, which may require corrective action in written procedures and/or actual practices, such as:

1. Developing new or revised procedures to correct the deficiency found; or
2. Implementing a compensating control.

The Comments/Issues column should be used for agency’s notes.

SAQs should be reviewed and approved by management and the original maintained in the agency’s files for audit purposes.

This document is to be used to help complete the agency’s Biennial Report on Internal Controls, which is due by July 1 of each even-numbered year.

Thank you for your cooperation.

**H. Inventory**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Capital Assets** | | **Yes** | **No** | **N/A** | **Comments/Issues** |
|  | Are there policies and procedures regarding capital assets responsibilities per SAM 1544? |  |  |  |  |
|  | Are the following key duties and responsibilities segregated among individuals: |  |  |  |  |
| 1. Having custody of capital assets? |  |  |  |  |
| 1. Taking the annual physical inventory? |  |  |  |  |
| 1. Reviewing and approving additions/deletions to inventory records and the annual inventory report?   *Note: If your agency has limited staff, describe compensating controls that are in place to safeguard assets.* |  |  |  |  |
|  | Is an annual physical inventory taken of capital assets and reconciled to the inventory report from DAWN by someone other than the person who has custody of the assets? |  |  |  |  |
|  | Is the inventory report initialed and dated by the person reconciling it to the physical inventory? |  |  |  |  |
|  | Does management sign and date the inventory report evidencing review and approval? |  |  |  |  |
|  | Is the date the physical inventory was performed entered into Advantage on the Condition/Last Inventory Date Update (FADU) screen? |  |  |  |  |
|  | Does the agency report all required inventory changes to State Purchasing on the Property Disposition Report (PDR), including reporting assets that are: |  |  |  |  |
| 1. Direct purchased and over $5,000 (including a copy of the invoice)? |  |  |  |  |
| 1. Donated, either to or by the state? |  |  |  |  |
| 1. Excessed property? |  |  |  |  |
| 1. Beyond repair? |  |  |  |  |
| 1. Lost or stolen? |  |  |  |  |
| 1. Missing? |  |  |  |  |
| 1. Transferred? |  |  |  |  |
| **Other** | | | | | |
|  | Does the agency maintain an inventory schedule for items not tracked in FADU (Advantage)? For example shop stock or items for sale? |  |  |  |  |
|  | Are there policies and procedures regarding Inventory responsibilities? |  |  |  |  |
|  | Is inventory tracked and monitored? |  |  |  |  |
|  | Is inventory safeguarded and access limited to authorized staff? |  |  |  |  |
|  | Is inventory issued from and returned to a secured location and required to be signed in and out? |  |  |  |  |
|  | Are inventory counts performed by at least 2 staff members? |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Yes** | **No** | **N/A** | **Comments/Issues** |
|  | Is inventory counted at least annually and compared to inventory list? |  |  |  |  |
|  | Are unexplained variances between actual count and inventory list investigated and documented? |  |  |  |  |

If any discrepancies are noted above, describe corrective action plan and resolution date below:

|  |  |  |
| --- | --- | --- |
| SAQ Number | Corrective Action Plan | Resolution Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |