



Policy No.	30007
Effective Date	1/11/2017
Revision Date	
Revision No.	
Approved:	Cheryl Thompson-Stacy
Date:	1/11/2017

INTERNAL CONTROLS POLICY

1.0 Purpose

Internal controls are plans and procedures designed to safeguard assets; verify the accuracy and reliability of accounting data and management information, promote operational effectiveness and efficiency; and, ensure adherence to approved policies as well as applicable laws and regulations.

2.0 Revision History

This is a new policy.

3.0 Applicability

This policy applies to all College employees and College departments.

4.0 Policy

The College will establish appropriate internal controls to safeguard assets, appropriately segregate duties, and ensure proper use of state resources. Annually, the College will document, evaluate, and test agency controls in accordance with the Agency Risk Management and Internal Controls Standards. Topic No. 10305 of the Commonwealth Accounting Policies and Procedures manual provides guidance and direction to the College in establishing and testing internal controls.

5.0 Definitions

None

6.0 Responsibilities

The responsibility for the overall establishment and maintenance of sound internal controls within the VCCS resides with the Chancellor. The responsibility for the establishment and maintenance of sound internal controls at the college resides with the President. Department and division heads are responsible for conducting business activities and developing and maintaining policies and procedures consistent with good internal control and good business

practices. In addition, all employees are responsible for following established policies and procedures to ensure good internal control.

7.0 Procedures

Each year departments with potential risks will be identified by the Finance Director to self-test and assess their departments in accordance with the Agency Risk Management and Internal Controls Standards. The Finance Director will notify departments in the spring, they will test their controls in the summer, and a report will be submitted to the VCCS in the fall. Any areas identified as having weaknesses will be promptly addressed by the department with assistance from the Finance Director. Reporting, testing, and documentation will follow the procedures outlined in Topic No. 10305 of the Commonwealth Accounting Policies and Procedures Manual. Documentation on annual testing will be maintained by the Finance Director.

8.0 Interpretation

Authority for interpretation of this policy rests with the Vice President of Financial and Administrative Services.

9.0 Authority/Reference

Code of Virginia, Sections 2.2-800 and 2.2-803

Commonwealth Accounting Policies and Procedures Manual, Volume 1, Section 10300, Topic No. 10305