Internal Controls Checklist – Task Template

Please complete the checklist below based on the provided evidence. For each control, mark if it's 'Effective' or 'Not Effective' and include comments if needed.

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| --- | --- | --- | --- |
| Control Area | Control Description | Effective? (Yes/No) | Comments / Observations |
| Procurement | All purchases above $500 must be approved by the department head. |  |  |
| Procurement | Invoices must match purchase orders and delivery receipts. |  |  |
| HR | New hires must submit signed contracts before starting work. |  |  |
| HR | Payroll changes require dual approval from HR and Finance. |  |  |
| IT | Access to financial systems must be restricted to authorized staff only. |  |  |