| **Activity** | **Link** | **Description** | **Activity Owner** | **Date** | **Status ()** |
| --- | --- | --- | --- | --- | --- |
| **Control Conscious Environment** | | | | | |
| Established objectives and measurable goals. | [COSO Internal Control Framework](https://www.coso.org/Documents/COSO-ICIF-11x17-Cube-Graphic.pdf) | The dept./business unit/org. has specified objectives with sufficient clarity to enable the identification and assessment of risks relating to those objectives. |  |  |  |
| Procedures manual for critical processes | [COSO Internal Control Framework](https://www.coso.org/Documents/COSO-ICIF-11x17-Cube-Graphic.pdf) | A strong system of internal controls requires the College to deploy internal control activities through policies that establish what is expected and procedures that put policies into action. |  |  |  |
| Risk Assessment & Management | [COSO Internal Control Framework](https://www.coso.org/Documents/COSO-ICIF-11x17-Cube-Graphic.pdf) | The department specifies objectives and identifies risks to the achievement of its objectives and analyzes risks as a basis for determining how those risks should be managed. |  |  |  |
| Staff employees have completed an annual job performance evaluation. | [COSO Internal Control Framework](https://www.coso.org/Documents/COSO-ICIF-11x17-Cube-Graphic.pdf) | The department holds individuals accountable for their internal control responsibilities in the pursuit of objectives. |  |  |  |
| All employees have completed the required General Compliance Trainings. | Texas Govt. Code, US Dept. of Education Office of Civil Rights, Employment Discrimination Law, Texas Department of Information Resources (DIR) | Multiple federal and state regulations require employees complete annual or bi-annual compliance trainings. |  |  |  |
| Timely Disclosure of Business Relationships with Vendors. | [STC Policy Manual 5214](https://admin.southtexascollege.edu/president/policies/pdf/5000/5214.pdf) | College administrators are required to file a written disclosure statement with respect to a vendor if: 1) The vendor has contracted with STC or if STC is considering doing business with the vendor, and 2) The vendor has an employment or other business relationship with the College administrator or with a family member of the administrator that results in the administrator or family member of the administrator receiving taxable income. |  |  |  |
| Timely Disclosure of Business Relationships with Vendors. | [COSO Internal Control Framework](https://www.coso.org/Documents/COSO-ICIF-11x17-Cube-Graphic.pdf) | The organization demonstrates a commitment to integrity and ethical values. |  |  |  |
| **Approvals/Authorization** | | | | | |
| Employee timecards are reviewed and verified by the supervisor. | [STC Financial Manager's Handbook](https://finance.southtexascollege.edu/businessoffice/forms/procedures/FM%20Handbook.pdf) | Supervisors are required to ensure that timecard verification is made by the due date (3 days after the end of the pay week). |  |  |  |
| Prior approval to collect and handle College funds. | [STC Business Office's Departmental Cash Handling Procedures](https://finance.southtexascollege.edu/businessoffice/forms/procedures/Cash%20Handling%20Procedure.pdf) | Each department receiving cash must receive approval from the Business Office to be an authorized cash collection site. All cash collection sites must comply with the guidelines and procedures issued by the Business Office. |  |  |  |
| Prior approval was obtained for the use of a change/petty cash fund. | [STC Business Office's Departmental Cash Handling Procedures](https://finance.southtexascollege.edu/businessoffice/forms/procedures/Cash%20Handling%20Procedure.pdf) | A dept. change or petty cash fund may be requested by the FM by submitting a purchase requisition and a memo/e-mail to the Comptroller and VP - FAS. |  |  |  |
| Fuel Card purchases have been approved by appropriate individuals | N/A |  |  |  |  |
| **Segregation of Duties** | | | | | |
| Dept./Area is structured so that one person does not create, approve, and reconcile transactions. | [STC Business Office's Departmental Cash Handling Procedures](https://finance.southtexascollege.edu/businessoffice/forms/procedures/Cash%20Handling%20Procedure.pdf) | Cash handling duties are divided into 3 categories - receiving cash, depositing cash, and reconciliation. |  |  |  |
| **Safeguarding of Assets** | | | | | |
| Timeliness of Deposits | [STC Business Office's Departmental Cash Handling Procedures](https://finance.southtexascollege.edu/businessoffice/forms/procedures/Cash%20Handling%20Procedure.pdf) | Dept./Area collecting cash/checks must deposit the funds with the Cashiers' Office not later than the close of business on the next business day following the date of collection unless the amount is less than $20; checks are immediately endorsed when received |  |  |  |
| Securing funds prior to deposit | [STC Business Office's Departmental Cash Handling Procedures](https://finance.southtexascollege.edu/businessoffice/forms/procedures/Cash%20Handling%20Procedure.pdf) | Adequate steps should be taken to ensure that funds are properly secured (e.g. kept in a safe) prior to deposit. |  |  |  |
| Restrictive endorsement of checks | [STC Business Office's Departmental Cash Handling Procedures](https://finance.southtexascollege.edu/businessoffice/forms/procedures/Cash%20Handling%20Procedure.pdf) | Checks must be restrictively endorsed **immediately** upon receipt with the "For Deposit Only South Texas College" stamp. |  |  |  |
| Annual inventory certification of the College's property in my dept./area is conducted | [STC Policy Manual 5130](https://admin.southtexascollege.edu/president/policies/pdf/5000/5130.pdf) | Financial Managers (FMs) are responsible for completing a physical inventory of the fixed assets under their control on an annual basis and for making corrections in the fixed asset module. FMs are responsible for annually verifying the accuracy of the fixed assets recorded in the fixed assets module. |  |  |  |
| Transfers of equipment inventory is completed via the Fixed Asset module. | [STC Policy Manual 5130](https://admin.southtexascollege.edu/president/policies/pdf/5000/5130.pdf) | During the year all fixed assets, which have been damaged, stolen, destroyed, not located, or disposed of per Board Policy 5135 will be updated in the fixed asset module or reported immediately to Receiving/Fixed Asset Dept. by the FM. |  |  |  |
| Lost or Stolen equipment has been reported to the Police Department | Sec. 2.7 of Distributional Services/Business Administration's Department Procedures | A theft or missing asset on an STC campus - report the theft to the South Texas Dept. of Public Safety. For a theft not on an STC campus - report the theft to the local city police. Make sure you get the police report case number and a police contact for your case. |  |  |  |
| **Monitoring** | | | | | |
| Fiscal Mgt. - system in place for reviewing/reconciling accounts, including Commercial & Fuel Card transactions on a monthly basis. | [STC Financial Manager's Handbook](https://finance.southtexascollege.edu/businessoffice/forms/procedures/FM%20Handbook.pdf) | Budget - Monitor and reconcile account balance. |  |  |  |
| Process in place for reconciling cash/check income records to deposit documentation **(FOR AUTHORIZED FUNDS HANDLING DEPTS)** | [STC Business Office's Departmental Cash Handling Procedures](https://finance.southtexascollege.edu/businessoffice/forms/procedures/Cash%20Handling%20Procedure.pdf) | Verify that the Deposit Preparer has deposited all cash received (daily). On a monthly basis, reconcile validated deposit forms to the supporting documentation and to the Banner General Ledger Statement of Accounts. |  |  |  |
| Employee Separation Checklist has been completed for those employees terminated or transferring departments | Best Practice |  |  |  |  |
| **Information Security** | | | | | |
| Computer/Laptop hard drives are degaussed (erased) by IT professionals/Help Desk before transferring to surplus. | [Texas Administrative Code Sec. 202](http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/Security%20Control%20Standards%20Catalog.pdf) | MP - 6 Media Sanitization - Prior to disposal, release out of organizational control, or release for reuse using organization defined sanitization techniques and procedures in accordance with applicable federal and organizational standards and policies. Employs sanitization mechanisms with the strength and integrity commensurate with the security category or classification of the information. |  |  |  |
| Employees who have recently left the department have had their Banner access reviewed and adjusted to remove any access that will no longer be required in their new role. | [Texas Administrative Code Sec. 202](http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/Security%20Control%20Standards%20Catalog.pdf) |  |  |  |  |
| Employees passwords are not written down or shared | [STC Info. Security Acceptable Use Guidelines](https://isp.southtexascollege.edu/files/acceptable_use.pdf) | Under no circumstances are users to share usernames and passwords with anyone else, unless requested to do so by a system administrator for the purpose of troubleshooting a system issue. |  |  |  |
| Any information security incidents are reported to South Texas College's Information Security Office. | [STC Info. Security Acceptable Use Guidelines](https://isp.southtexascollege.edu/files/acceptable_use.pdf) | In the event that college data is compromised or devices containing college data (e.g. flash drives, external hard drives) are lost or stolen, it is imperative that personnel immediately report the incident to one of the following: IS&P Client Services, Campus Security, Chief Information Security Officer, or Chief Information Office. |  |  |  |