

Internal Control Assessment
Section 4: Information and Communication

Agency:
 Bus Area:
 Fiscal Year:

	Question	Yes	No	NA	Comments
Information Questionnaire					
1	Does the agency have adequate provisions to provide information to staff that facilitates the operating, reporting, and compliance mandates?				
2	Are system generated reports adequate, sufficient, and effective for the user?				
3	Is management receptive to comments by internal and external auditors regarding deficiencies or suggestions for improvement?				
4	Does the agency respond with an appropriate action plan?				
5	Has the agency developed an information technology plan that is linked to achieving the agency's objectives?				
6	Are the information technology plans modified as needed to support new objectives?				
Communication Questionnaire					
7	Do communication channels exist for employees to effectively communicate up, down, and across the agency?				
8	Are detailed reports and data provided to appropriate staff on a timely basis?				
9	Does a clear communication channel exist to report suspected improprieties?				

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10	Are realistic mechanisms in place for employees to provide recommendations for improvements to work environment?				
11	Are employees' suggestions acknowledged by providing incentives or other meaningful recognition?				
12	When an agency changes its objectives or strategies, is it communicated timely to all agency staff?				