***FAST FACTS from Internal Control*** ***June 2011***

In an ongoing effort to increase awareness, safeguard assets, assure the accuracy of accounting data, promote operational efficiency, and encourage adherence to managerial policies and directives, SUNY Fredonia Internal Control will issue informational monthly *FAST FACTS* to all faculty and staff*.*

***Department Control Environment Tips***

**Listed below are some tips to enhance a department's control environment. This list is not all inclusive; however, it can serve as a starting point.**

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* All employees should be well acquainted with the University’s policies and

 procedures, especially those that pertain to their job responsibilities.

* All employees should be aware of the campus’ ethical standards. Employees should be referred to applicable policies for additional guidance.
* All employees should have current and accurate job descriptions, with clearly stated responsibilities for internal control.
* Hiring practices should result in hiring qualified individuals.
* Every department must have adequate training program(s) for employees.
* Employee performance evaluations must be conducted on a regular basis.

\*\*Good performance should be valued highly and recognized in a positive manner\*\*

* Appropriate disciplinary action must be taken when an employee does not comply with policies and procedures or behavioral standards.

If you have any questions, comments or suggestions regarding Internal Control *FAST FACTS* or any other Internal Control related issues, please contact Amy Beers, Director of Internal Control, at 673-4925 or Amy.Beers@fredonia.edu . Internal Control Committee members include Amy Beers, Kevin Kearns, Karen Klose, Judy Langworthy, Rebecca Nalepa, Karen Porpiglia, Matthew Snyder, Denise Szalkowski, Daniel Tramuta, and Karen West.

Reference: <http://www.ucop.edu/ctlacct/under-ic.pdf>