

Dartmouth Operations Self-Assessment (DOSA)
Department Name

Dartmouth Operations Self-Assessment (DOSA) is a risk assessment tool by which the College departments, with assistance from Office of Risk and Internal Controls Services, can assess their internal controls and identify areas of risk exposure.

Purpose:

1. A guideline for evaluating best business practices in the College. The activities identified below are what we believe should be the key controls in the department.
2. This is intended for department to use as an annual self-assessment that will provide insight for Internal Controls to assess potential risks.
3. Ensure accuracy of College's financial statements, safe guarding of the assets and compliance with laws, regulations and College policies.

Control categories:

- I. Accounting/Expenditures
- II. Accounting/Revenues
- III. Information Security
- IV. Safety, Facilities and Property
- V. Human Resources Administration
- VI. Office of Sponsored Projects

Instructions:

Department heads or supervisors are asked to use this checklist to self-assess the control activities in their departments, consulting with their staff that is responsible for these activities. For each item, assess the department's compliance with the related practice or prohibition on a scale of 0-10 or indicate "N/A" if the practice is not at all relevant to the department's operation.

Return the completed form to: Risk and Internal Controls Services
53 South Main St, Suite 212, Hinman 6012
Hanover, NH 03755

Internal Controls will review the assessment and send the evaluation results to the department. For help in completing the form, please contact Internal Controls at 603-646-9257.

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0	1	2	3	4	5	6	7	8	9	10	N/A
NEVER COMPLY	SELDOM/MINIMALLY			OCCASIONALLY/PARTIALLY			USUALLY/MOSTLY		ALWAYS/COMPLETELY		

I. Accounting/Expenditures

Risk	Activity	Assessment 0 - 10	N/A	Comments
1	Duties to initiate, authorize, record, reconcile and monitor the department's financial activities are sufficiently segregated among enough different employees that errors or fraud can be detected in a timely manner.			
2	Reconciliations are properly completed and reviewed for all significant GL accounts on a monthly basis. Best practices for month-end balance sheet reconciliation training are followed. http://www.dartmouth.edu/~control/profdev/learningopportunities.html			
3	Postings from satellite systems to GL are made completely, accurately and in the proper period.			
4	Changes to the chart of accounts are processed completely and accurately.			
5	Payment requests (check/wire) are properly authorized (per instruction on form), sufficiently documented and for appropriate College purposes.			
6	Manual journal entries are completed based on Journal Entries – Best Practices. http://www.dartmouth.edu/~control/docs/JE%20Best%20Practices%20013008.doc			
7	Invoices over \$2,500 are approved by an authorized individual.			
8	Invoices over \$25,000 are approved by the department authorized individual and an authorized signer from the Controller's Office. http://www.dartmouth.edu/~control/faq/payable/payable8.html			
9	Department enter requisitions into iProcurement for standard purchase orders. Requisitions are electronic routed to designated approver based on dollar threshold. All orders equal to or greater than \$2,500 require online receiving by the department in order for Accounts Payable to pay the invoice.			
10	Dartmouth Procurement matrix is used as a guideline for identifying the appropriate purchasing resources for various category of goods and services for the department. http://www.dartmouth.edu/~purchase/procurement/Purchasing%20matrix%20Feb08-0.pdf			

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I. Accounting /Expenditures											

Risk	Activity	Assessment 0 - 10	N/A	Comments
11	Business Expense Reimbursements are authorized by the traveler’s supervisor or higher authority and documented to support the expenses, college purpose of travel and costs of the travel.			
12	Travel cash advances are accounted for within 10 working days of the completion of a trip or event. http://www.dartmouth.edu/~control/docs/CashAdv0108.xls			
13	Expense reimbursements excluding travel and entertainment are properly authorized sufficiently documented and for appropriate College purposes.			
14	The department does not have unauthorized bank accounts or charge accounts.			
15	Fiscal Officer approves employee’s P-Card application, which is issued in the name of the individual and reviews necessity of P-Card users on an annual basis. http://www.dartmouth.edu/~purchase/procurement/policies/procard.html			
16	P-Card Administrators monitor transactions to ensure adherence to P-Card policies and procedures. All charges are approved online using P-Card system on a timely basis.			
17	P-Card use is controlled by the cardholder and transactions are properly logged, sufficiently documented, for appropriate College purposes, and accounted for in the correct GL chart string.			
18	P-Card holder is trained on policies and procedures before receiving a card.			
19	Department maintains a separation of duties so no single individual for any P-Card can buy, receive, approve and reconcile.			
20	Purchases over \$5,000 are processed according to Procurement guidelines on competitive bidding. http://www.dartmouth.edu/~purchase/procurement/policies/secevalbids.html			
21	Staff, faculty and students understand the College requirements for sound integrity and ethical values in their day to day activities. http://www.dartmouth.edu/~businessethics/code/			

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II. Accounting/Revenues											

Risk	Activity	Assessment 0 - 10	N/A	Comments
1	All cash receipts are recorded properly and timely deposited into bank account. Cash and checks are deposited on a daily basis. Collected funds are kept in a secure place if unable to deposit until the next business day.			
2	Cash and checks received by department are reconciled to the general ledger.			
3	Department reviews and reconciles GL accounts on a monthly basis.			
4	All incoming and outgoing wires are correctly recorded in GL account on a timely basis and outgoing wires are properly authorized.			
5	Checks collected for deposit are payable to Dartmouth College or Trustees of Dartmouth College rather than third parties.			
6	The department's petty cash funds are sufficient and necessary, adequately secured in the custody of one person, replenished on a timely basis, reconciled by the custodian to the GL account balance monthly and periodically verified by the responsible person.			
7	Gifts and endowments are reviewed to ensure they are being used according to the donors' intentions.			
8	All gifts are forwarded to the Gift Recording Office for deposit in a timely manner.			
9	Department uses gift or endowment restricted funds to the fullest extent possible before utilizing unrestricted funds.			
10	Departments responsible to deposit funds reconcile their deposits to the GL to ensure prompt and accurate completion of deposits. Cash and checks are deposited on a daily basis. Collected funds are kept in a secure place if unable to deposit until the next business day.			

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III. Information Security											

Risk	Activity	Assessment 0 - 10	N/A	Comments
1	All hardware and software in the department are purchased for College business purposes only.			
2	All software used in the department is properly licensed and supported by Computing Services. http://www.dartmouth.edu/comp/about/policies/software/supported.html			
3	Virus protection on all desktop/laptop computers is current. http://www.dartmouth.edu/comp/support/library/troubleshooting/virusproblems.html			
4	Employees are aware that confidential business information must be adequately secured and should not be disclosed unless the individual has been authorized to do so. http://www.dartmouth.edu/~hrs/pdfs/Confidentiality_Business_Informatin.pdf			
5	Employees are assigned their own user name for system access.			
6	Employees are familiar with the Computing Services rules and recommendations for password. http://www.dartmouth.edu/comp/about/policies/email/dnd-name-password/rules.ht			
7	Social Security numbers are not requested or stored in the department paper files or systems.			
8	Data is backed-up at least weekly as this is the best preventative measure you can take against any computer disaster. http://www.dartmouth.edu/comp/support/library/start/using-pc/ownership-req/incoming-students/backups.html			
9	Employees are only given access to those systems that are required for their job function.			
10	Security is terminated for employees who no longer require access or have left the department. http://www.dartmouth.edu/comp/about/policies/general/itpolicy/dnd.html			
11	Sensitive data which includes credit card data, health information, personal and institutional financial information and academic records are not stored in laptop or pc.			

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IV. Safety, Facilities and Property											

Risk	Activity	Assessment 0 - 10	N/A	Comments
1	Employees who work in laboratories or handle hazardous materials have received mandatory training requirements by EHS. http://www.dartmouth.edu/~ehs/ehsbinder/			
2	New employees receive appropriate training requirements by EHS regarding laboratory and hazardous materials safety issues.			
3	Hazardous materials are stored and disposed in accordance with procedures established by the Environmental Health and Safety Office (EHS). http://www.dartmouth.edu/~ehs/ehsbinder/			
4	The department has an emergency action plan and all employees have been trained to know how to respond to emergency situations such as fire. http://www.dartmouth.edu/~news/emergency/guide/fire.html			
5	All employees are aware of emergency/accident reporting procedures. http://www.dartmouth.edu/~rmi/forms/			
6	All capital equipments over \$5,000 are recorded on College's equipment inventory system and tagged with a control number and location for tracking purposes by Fixed Assets Office. http://www.dartmouth.edu/~purchase/procurement/policies/capital.html			
7	Materials Management is notified of any College property which is to be sold (including property transferred using interdepartmental transfer of funds), traded in, salvaged, donated, or scrapped. http://www.dartmouth.edu/~purchase/procurement/policies/disposal.html			
8	Fire detections and prevention systems are in placed with good working condition and inspected regularly.			
9	Department keeps an up-to-date list of their equipment inventory and informs any changes to the Procurement Fixed Assets Office.			
10	Physical safeguarding of supply and equipment is adequate.			
11	Any concerns on building safety and security are reported to Facilities Operation & Management on a timely basis. http://www.dartmouth.edu/~fom/services/engineering/			

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V. Human Resources Administration											

Risk	Activity	Assessment 0 - 10	N/A	Comments
1	Times sheets are properly recorded, authorized, and checked against payroll/labor distribution reports monthly.			
2	Department personnel are aware of the College policies on conflict of interest and business ethics. http://www.dartmouth.edu/~legal/policies/conflict-interest.html http://www.dartmouth.edu/~businessethics/code/index.html			
3	New exempt and nonexempt employees receive appropriate orientation training. http://www.dartmouth.edu/~hrs/pdfs/nonexempt_summary06.pdf http://www.dartmouth.edu/~hrs/pdfs/exempt_summary06.pdf			
4	Employees are encouraged to participate in professional development training for career development and personal fulfillment. http://www.dartmouth.edu/~hrs/profldev/			
5	The department notifies Human Resources promptly about employees who will be terminated and submits paperwork on a timely basis to shut off all computer access privileges.			
6	Employment documents are completed and reviewed by department and forward it to Human Resources for approval prior to posting of the job listing. https://www.dartmouth.edu/~hrs/restricted/hire_mgr_guide.pdf			
7	Compensation and job classification is approved by the Human Resources prior to posting the position. https://www.dartmouth.edu/~hrs/restricted/hire_mgr_guide.pdf			
8	Mid-year and year-end performance reviews are completed on a timely basis and signed copy sent to HR for record. http://www.dartmouth.edu/~hrs/pdfs/Annual_Performance_Review.pdf			

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VI. Office of Sponsored Projects											

Risk	Activity	Assessment 0 - 10	N/A	Comments
1	Proposal preparation is complied with all applicable federal statutes regulations and policies such as NIH or NSF compliance requirements as well as College's requirements. It is retained for three years after submission of final report. http://www.dartmouth.edu/~osp/resources/policies/dartmouth/dataretention.html			
2	Project budget is reviewed by OSP Grant Manager and cost sharing commitments are fully described and documented in OSP for easy tracking.			
3	Human subjects, animal use or biohazards are approved by relevant committee included in the proposal review and approved by OSP in a timely manner before the award is received. http://www.dartmouth.edu/~osp/submitting/forreview.html			
4	Investigators engaged in externally sponsored activity must, in accordance with Federal and College policy, disclose to the Director of Sponsored Projects on disclosure forms provided by the Director all significant financial interests (including those of their spouse and dependent children) that would reasonably appear to affect or be affected by the sponsored activity. http://www.dartmouth.edu/~osp/resources/policies/dartmouth/cofinterest.html			
5	Costs of unallowable expenses defined in OMB Circular A-21 (e.g., alcoholic beverages, charitable contribution and etc) are not charged to federally funded grants. http://www.dartmouth.edu/~osp/resources/manual/post-award/costshare.html			
6	The Principal Investigator is responsible for proper management of sponsored activities and informs any changes to Grant Manager in a timely manner. http://www.dartmouth.edu/~osp/docs/PIquickguide			
7	All costs related to cost sharing are reported to OSP. http://www.dartmouth.edu/~osp/resources/manual/post-award/costshare.html			
8	Progress reports, financial status reports or other filings required by the sponsor are sent on a timely basis.			
9	Salary is accurately charged only to the activities related to the grant and is documented to follow the requirements outlined by Dartmouth and OMB Circular A-21. http://www.dartmouth.edu/~osp/resources/policies/salaryallocation.html			

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GLOSSARY

Authorized Signature: The signature of a College official who is designated to give assurances, make commitments and execute such documents on behalf of Dartmouth College.

Capital Equipment: Tangible personal property having a useful life of one year or more and cost of \$2,500 or more per unit. The capital equipment threshold will be raised to \$5,000 effective July 1, 2008.

NIH: National Institutes of Health

NSF: National Science Foundation

OMB Circular A-21: Cost principles for Educational Institutions published by the federal Office of Management and Budget.

Principal Investigator (PI): Full-time faculty or individuals holding full-time research positions. PI has primary responsibility for technical compliance, completion of programmatic work and spending of sponsor funds.

Satellite System: Subsystems that feed into the General Ledger. For example, Advance and Banner.

Segregation of duty: This is a key concept of Internal Controls. This objective is achieved by disseminating the tasks and associated privileges for a specific business process among multiple users.

Standard Purchase Order: Standard POs will be created for a specific time period and dollar amount that matches to a specific invoice and receipt of goods and services.

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COMMENT: (We welcome any feedback and comments you might have.)