

Procedure number #0102-01.1

Control System Assessment

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Authority: Minnesota Management and Budget,
Internal Control and Accountability

OVERVIEW

Purpose Statement

This procedure helps executive branch agencies evaluate their control system. The Control System Assessment Tool (CSAT) is a structured way for agency heads and managers to annually review and document the effectiveness of internal controls over selected processes common for all agencies in the executive branch. Annually assessing internal controls helps to identify areas of strength and areas to improve controls. The CSAT lists 15 organizational goals, a series of requirements for each goal, and identifies existing statutes, state laws, policies, and procedures agencies must follow. Use the CSAT to:

- Assess the agency control system for conformity with required statutes, statewide policies and procedures, and other authoritative sources
- Evaluate the agency on a series of statewide internal control goals and requirements
- Describe the agency's process or key internal controls
- Identify action items to implement or areas that need improvement
- Assign responsible parties and target completion dates for action items

Applicability

Minnesota Management and Budget (MMB) determines which executive branch agencies must follow this procedure and communicates this requirement to them annually. Minnesota State Colleges and Universities System and the Minnesota Historical Society are not a part of the executive branch for the purposes of this procedure and other related internal control policies and procedures.

PROCEDURE STEPS

Control System Assessment Tool (CSAT)		
Step	Action	Responsible Party
1.	Use the current version of the <i>Control System Assessment Tool</i> (CSAT), 0102-01.1F to evaluate your agency's current controls. Involve the entire management team.	Control System Assessment Team, Agency Head, and agency managers
2.	Review the goals and control objectives on the CSAT, in Column B, "Goal," and Column C, "Control Objective."	Control System Assessment Team, Agency Head and agency managers
3.	Review the requirements for each goal and control objective on the CSAT, in Column D, "Requirements."	Control System Assessment Team, Agency Head, and agency managers
4.	Review the references and internal control mandates on the CSAT, in Column J, to determine the applicable policies, procedures, statutes, rules, and reference materials the agency must comply with. If applicable, add policies and procedures or other outside references to Column J on your CSAT related to the agency's specific programs or operations.	Control System Assessment Team, Agency Head, and agency managers
5.	In CSAT Column E, choose "Yes", "No", or "N/A" for each requirement using the dropdown menu in each box. Reasonable assurance means a high degree of confidence but not absolute confidence in achieving the requirement outlined in Column D. N/A - not applicable. For this option, agencies MUST document in Column F why the requirement is not applicable. Upon submission to MMB, any N/A response that does not have a legitimate explanation will be returned to the agency for clarification.	Control System Assessment Team, Agency Head, and agency managers
6.	In CSAT Column F, describe the process and/or key internal controls established within the agency that address the requirement in Column D. A response in this column is required.	Control System Assessment Team, Agency Head, and agency managers

7.	In CSAT Column G, document the specific actions your agency will take to implement or improve on the requirement in Column D. A response in this column is required for any “No” documented in Column E.	Agency Head and agency managers
8.	In CSAT Column H, document the target completion date for the identified action item(s) from Column G. Completion dates should be timely and at a minimum include the estimated month and year. A response in this column is required for any “No” documented in Column E.	Agency Head and agency managers
9.	In CSAT Column I, assign a senior level manager responsible to implement the improvements listed in column G. A response in this column is required for any “No” documented in Column E.	Agency Head and agency managers
10.	Submit the CSAT to MMB by August 31 as part of the Annual Internal Control System Certification.	Agency Head
11.	Periodically monitor and update progress on the implementation of any identified corrective action item(s) in Column G.	Agency Head and agency managers

Related Policies, Procedures, and Resources

- [Standards for Internal Control in the Federal Government](#), (Green Book)
- [MMB Statewide Operating Policy, 0102-01, Internal Control System](#)
- [Form 0102-01F, Internal Control System Certification](#)
- [Form 0102-01.1F, Control System Assessment Tool](#) (CSAT)
- [MMB Statewide Operating Procedure, 0102-01.2, Risk Assessment](#)
- [Form 0102-01.2F, Agency Risk Assessment Worksheet](#)

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