

5 Steps to Internal Control System Certification

CSAT

1

Complete and Submit the Control System Assessment Tool

- Work with subject matter experts
- Answer Yes, No or N/A as applicable for each requirement
- Submit to MMB by August 31

Project Plan Review

3

Review Agency Risk Assessment Plan from 2022

- Any additions?
- Any changes you want to make?
- Submit to MMB by August 31

Certification Form

5

Complete and Submit the Internal Control Certification Form

- Check the appropriate boxes
- Agency Head must sign and date
- Submit all documents to MMB by August 31

2

Ranking Review

Review Agency Risk Assessment, Goals, and Rankings from 2022

- Any additions?
- Any changes you want to make?
- Submit to MMB by August 31

4

Report Results

Report Risk Mitigation Project Progress

- What business processes did you examine?
- What risks did you identify and mitigate?
- What specific internal controls did you implement or plan to implement?
- Submit to MMB by August 31

Questions?

Contact the Internal Control and Accountability Unit at internalcontrol.mmb@state.mn.us or contact your designated internal control specialist by email.