

Internal Control Systems

1. Human Resources Capacity and Systems

- ✓ Are Human Resources policies documented and in compliance with local laws and organizational regulations?
- ✓ Do systems exist for timesheets, performance reviews, and employee separation?

2. Procurement

- ✓ Do systems exist to select suppliers?
- ✓ Do supplier selection criteria exist?
- ✓ Do systems exist to manage suppliers?
- ✓ Do similar systems exist for consultants?

3. Financial

- ✓ Do systems exist for cash management? Expense management? Financial reporting?
- ✓ Is there a segregation of duties for financial roles?

4. Inventory

- ✓ Do systems exist for the identification and tracking of inventory?
- ✓ Do systems exist for the use/transfer/disposal of equipment following project closure?

5. Contracts and Agreements

- ✓ Do systems exist for grants management?
- ✓ Do systems exist to manage relationships with implementing organizations?

6. Infrastructure

- ✓ What systems exist for communications? Telephones, internet, radio?
- ✓ What systems exist to manage vehicles and transport?

7. Security protocols

- ✓ Is there need for special security arrangements? Travel guidance? Accompaniment programs? Other?

8. Fleet Management

- ✓ Are there mileage logs that control the use of service vehicles?

9. Information Management

- ✓ Is there a record keeping system (paper/electronic) in place?
- ✓ Do policies and standards exist for information management?