

ADJUSTMENTS TO STATE-OWNED ASSETS



SAM REFERENCE #

CO-853(IC) 7/2024
Internal Controls Review Form

INSTRUCTIONS:

- 1. CO-853(IC) - Internal Controls Review Form** - This form is filled out when the agency has thoroughly reviewed the process that led to the occurrence, reviewed current Internal Controls in place and made revisions to the existing controls and/or implemented the new controls to preclude a recurrence of such incidents. This review may also come at the request of OSC - Security and Asset Management.
- Enter the agency and property information: **SAM Reference # (Provided by OSC – Security and Asset Management), Agency Reference #, Agency Name.**
- Complete all sections below providing detailed descriptions for each.
- Prepare and electronically submit the form to OSC.CO-853@CT.GOV with a Cc: to Auditors of Public Accounts at CO-853@CTAUDITORS.GOV. Retain a copy for your file. Both the transferring and receiving agency should retain a copy for their file. This form must also be provided to the responsible party at the submitting agency (business office, property control manager, etc.)

QUESTIONS: Central Accounts Payable Division, 165 Capitol Avenue, Hartford, CT 06106 OSC.CO-853@CT.GOV

AGENCY AND PROPERTY INFORMATION

AGENCY REFERENCE #

AGENCY NAME

PROPERTY DESCRIPTION

BRIEF DESCRIPTION OF PROPERTY

TAG # (if applicable)

INTERNAL CONTROL INFORMATION

CURRENT INTERNAL CONTROLS/PROCESS

DESCRIBE HOW THE CURRENT INTERNAL CONTROLS FAILED IN THIS OCCURRENCE

CHANGES TO INTERNAL CONTROLS/PROCESS TO PREVENT A RECURRENCE

*Updated procedures, documents, internal controls, etc. should be available upon request.
If additional space is required separate attachments can be provided with submission.*

<i>Additional attachments are included with submission:</i>	Yes	No
<i>Has a review of the internal control questionnaire been performed?</i>	Yes	No

CONTACT INFORMATION

AGENCY HEAD OR MANAGER LEVEL DESIGNEE:

NAME

TITLE

SIGNATURE

EMAIL

DATE
