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DUE DECEMBER 31

Department/Institution

STATEMENT OF COMPLIANCE WITH THE STATE DEPARTMENT FINANCIAL RESPONSIBILITY AND ACCOUNTABILITY ACT CRS 24-17-101 et seq.

Department of Personnel & Administration, Office of the State Controller
1525 Sherman Street · Denver, CO 80203 · Ph. (303) 866-6200 · Fax (303) 866-3569

THIS AGENCY HAS REVIEWED THE REQUIRED COMPLIANCE ELEMENTS FROM THE FINANCIAL RESPONSIBILITY AND ACCOUNTABILITY ACT AS DESCRIBED BELOW. A SUMMARY OF THE ASSESSMENT PROCESS USED IS ENCLOSED.

(a) A plan of organization that specifies such segregation of duties as may be necessary to assure the proper safeguarding of state assets. [Examples of items the agency might consider when determining compliance are: organizational chart, procedure manuals, assignment of personnel.]

(b) Restrictions permitting access to state assets only by authorized persons in the performance of their assigned duties. [Examples of items the agency might consider when determining compliance are: security (physical and information systems), annual inventories, clearances/ bonding of staff.]

(c) Adequate authorization and record-keeping procedures to provide effective accounting control over state assets, liabilities, revenues, and expenditures. [Examples of items the agency might consider when determining compliance are: reviews of existing procedures, audits (internal and external), review of monthly expenditure reports by cost center directors, segregation of duties, procedure manuals.]

(d) Personnel of quality and integrity commensurate with their assigned responsibilities. [Examples of items the agency might consider when determining compliance are: use of state classified personnel system, internal personnel departments, personnel policies and procedures manual (classified and exempt), annual performance evaluations, job descriptions, cross training of staff, continuous training of staff.]

(e) An effective process of internal review and adjustment for changes in conditions. This assessment shall include the identification of changes in protected and non-public information pursuant to C.R.S., 24-72.4-101 for publication on the Transparency Online Project (TOPS). [Examples of items the agency might consider when determining compliance are: internal review of procedures by each department, internal audits, TQM or similar process, risk analysis in order to target problem areas, training on policy/procedural changes, communication of expectations to staff, system to follow-up on recommended changes (both external and internal recommendations).]

C.R.S. 24-17-103 requires that the head of each principal department file this statement with the Office of the State Controller, the Office of the State Auditor, and the Governor's Office no later than December 31 of each year. The original copy should be submitted to the **OSC** at **1525 Sherman Street, Denver, CO 80203**; a copy submitted to the **OSA** at **osa.financial@state.co.us**; and the OSC will provide the required information to the Governor's Office.

STATEMENT OF COMPLIANCE

_____ has instituted and maintains systems of internal accounting and

administrative control and ☐ is ☐ is not** in substantial compliance with the requirements of the statute.

This statement of compliance applies to Calendar year 20___.

☐ Summary of assessment process used is attached.

Department/Institution Executive Director/President Signature	Printed Name	Date

**If not in substantial compliance, the statement shall further detail specific weaknesses known to exist, together with plans and schedules for correcting such weaknesses. Attach plan and schedules for correcting weaknesses to this Statement of Compliance.