

Submission Date

BLUE text is determined by the reporting entity. BLACK text is determined by the web portal.

Agency Secretary Name, Title

Agency Name

Agency Street Address

Sacramento, CA Zip Code

Or

Director of Finance Name, Title (if no Agency)

Dear Agency Secretary Name,

In accordance with the State Leadership Accountability Act (SLAA), the Entity submits this report on the review of our internal control and monitoring systems for the biennial period ending December 31, Odd Year.

Should you have any questions please contact [Name, Title](#), at [Phone Number](#), [E-mail Address](#).

GOVERNANCE

The following questions appear in the SLAA web portal, but are not included in your SLAA report. The answers will be used to gather statewide trends.

- Does your organization have a strategic plan?
- Is your strategic plan posted on your public website?
- When was the most recent update of your strategic plan?
- Does your organization have a workforce plan?
- When was the most recent update of your workforce plan?

Mission and Strategic Plan

Describe the mission and strategic goals

This section of the report must include:

- *Entity mission, strategic goals, objectives, and initiatives*
- *All entities under your reporting responsibility*

Control Environment

Describe how management establishes an effective control environment

This section of the report must include:

- *How does management create and demonstrate integrity and ethical values (codes of conduct, ability to report ethical concerns, etc.)*
- *How is oversight structured and conducted (board, outside entity, top executive)*
- *How is organizational structure determined to ensure appropriate levels of responsibility and authority*
- *How is documentation of the control system maintained*

- *How is a competent workforce established, sustained and retained*
- *How is accountability enforced and who enforces accountability*

Information and Communication

Describe the structure and types of internal and external communication

This section of the report must include:

- *How does management communicate information necessary to achieve the entity's objectives*
- *How is relevant and reliable information communicated and processed*
- *How does management communicate externally the necessary quality information to achieve the entity's objectives*
- *How do employees report inefficiencies and inappropriate actions to management or other decision makers*
- *What information systems are used to record pertinent operational, programmatic & financial information*

Self-Assessment

Checklist does not appear in your report.

- Management establishes and demonstrates integrity and ethical values
- Oversight is provided by a board, outside entity, or top executive
- The entity is structured to ensure documentation of internal control systems, and appropriate levels of responsibility and authority
- Management recruits, develops, and maintains a competent workforce
- Management evaluates performance and enforces accountability
- Information requirements are established and met with reliable and relevant sources
- Quality information is communicated to internal parties within the entity
- Quality information is communicated to external parties

MONITORING

As the head of Entity, **Name, Title**, is responsible for the overall establishment and maintenance of the risk management and internal control systems.

EXECUTIVE MONITORING SPONSOR(S)

The executive monitoring sponsor responsibilities include facilitating and verifying that the Entity control monitoring practices are implemented and functioning as intended. The responsibilities as the executive monitoring sponsor(s) have been given to: **Selected Name, Title**, and **Selected Name, Title (as applicable)**.

MONITORING ACTIVITIES

Describe the process(es) used entity-wide to ensure the effectiveness of internal control systems and respond to vulnerabilities as they are identified.

This section of the report must include:

- *How does management confirm effectiveness of internal control systems using:*

- *Routine activities to identify problems (e.g., tracking key performance indicators, meetings, and reconciliations)*
- *Periodic detailed reviews, which are best performed by knowledgeable staff not directly involved with day to day operation of the control system under review*
- *How does management compare the effectiveness of internal controls to a baseline, and determine if changes are needed*
- *Describe the process(es) of assigning responsibility for monitoring activities and addressing vulnerabilities identified through monitoring*
- *How is progress to reduce the identified vulnerability(ies) monitored*

Self-Assessment
Checklist does not appear in your report.

- Monitoring activities are performed, documented, and measured against a baseline
- Management evaluates monitoring results and ensures needed corrective measures are implemented and documented

RISK ASSESSMENT PROCESS

Portal will now include standardized checkboxes for the three components of the risk assessment process. However, the *option* to write a supplemental narrative will be available as well.

Select all that apply. The following personnel were involved in the Entity risk assessment process: *Executive Management, Middle Management, Frontline Management, and Staff*

Select all that apply. The following methods were used to identify risks: *Brainstorming Sessions, Employee Engagement Surveys, Ongoing Monitoring Activities, Audit/Review Results, Other/Prior Risk Assessments, External Stakeholders, Questionnaires, Consideration of Potential Fraud, Performance Metrics, and Other*

Select all that apply. The following criteria were used to rank risks: *Likelihood of Occurrence, Potential to Impact Mission/Goals/Objectives, Timing of Potential Event, Potential Impact of Remediation Efforts, Tolerance Level for the Type of Risk, and Other*

Optional narrative:

You may include a narrative of your risk assessment process to supplement your answers from above

Self-Assessment
Checklist does not appear in your report.

- Management establishes clearly defined objectives to enable identification of risks and definition of risk tolerances
- Management identifies, analyzes, and responds to risks
- Potential for fraud is considered when identifying, analyzing, and responding to risks
- Significant changes are considered when identifying, analyzing, and responding to risks

RISKS AND CONTROLS

Risk Title

Provide a title for this risk, this title will appear in the printed report (if nothing is entered, default is the selected risk factor from a required menu)

Describe your entity's risk and provide information necessary to understand the risk.

Risk statements include three elements:

The description must include

- *An event causing concern*
- *Root cause(s) for the event*
- *Impact(s) to goal(s)/objective(s) if the event occurs*

Control Title

Provide a title for this control, this title will appear in the printed report

Describe each activity being used to reduce the risk.

This section of the report must include:

- Description of the control activity
- Explanation of how this activity reduces the risk

Self-Assessment

Checklist does not appear in your report.

- Management designs control activities to achieve objectives and respond to risks
- Information systems and control activities related to information security are designed to achieve objectives and respond to risks
- Control activities are implemented and documented in policies, procedures, or other similar documentation

CONCLUSION

The Entity strives to reduce the risks inherent in our work and accepts the responsibility to continuously improve by addressing newly recognized risks and revising controls to prevent those risks from happening. I certify our internal control and monitoring systems are adequate to identify and address current and potential risks facing the organization.

Additional Comments—Optional

Agency Head Name, Title

Entity Name

Odd Year SLAA REPORT

Submission Date

CC: California Legislature [Senate (2), Assembly (1)]
California State Auditor
California State Library
California State Controller
Director of California Department of Finance
Secretary of California Government Operations Agency

DRAFT
