

# OUTSOURCING OF KEY INTERNAL CONTROL Status Report

All Division of Administration (DOA) sections or agencies outsourcing a *KEY INTERNAL CONTROL* from an outside service organization/vendor must submit quarterly status reports, unless otherwise stated in the contract, to the Office of Finance and Support Services (OFSS) in the format outlined herein. **Reports are due thirty (30) days after the close of each reporting period.**

The Status Report must describe the results of the monitoring review process during the proper reporting period, as well as provide a summary of project accomplishments and performance over the entire life of the contract.

**Time Period of this report for Fiscal Year \_\_\_\_\_:**

<input type="checkbox"/> July-Sept	<input type="checkbox"/> Oct-Dec	<input type="checkbox"/> Jan-March	<input type="checkbox"/> April-June
<input type="checkbox"/> July-Dec	<input type="checkbox"/> Jan-June	<input type="checkbox"/> July-June	<input type="checkbox"/> Final

**Name of Outside Service Organization/Vendor:**

**Contract #:**

<b>Contract Dates:</b>	
<b>Begin Date:</b>	<b>End Date:</b>

**This form was completed by:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      **Fax:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**If you have any questions, please contact the OFSS Budget Section.**

## **Outsourcing of Key Internal Control Status Report Instructions**

### **I - Introduction:**

The purpose of this report is to help the DOA ensure that certain measures are being taken into consideration when outsourcing a key internal control to an outside service organization/vendor. When key internal controls are outsourced, DOA is exposed to risks which must be mitigated through assurances. The language in the contract must identify what assurances the contractor is required to provide. Each individual DOA section or agency is required to monitor the contractor's performance throughout the life of the contract and obtain independent assurances regarding how the contractor administers the process or function for the DOA. The results of the monitoring review are to be reported to the OFSS by completing the status report in order to maintain compliance with Outsourcing of Key Internal Control Policy No. OFSS-07.

### **II – Outcome Indicators:**

#### **What is the DOA looking for in reporting on Outcome Indicators?**

Simply stated, the outcome indicators are the results of the monitoring review that reflect what the outside service organization/vendor is accomplishing with respect to the outsourcing of a key internal control that is being performed on a quarterly basis, unless otherwise stated in the contract. Spell out specific activities that were or were not accomplished, and why. Also explain any modifications you needed to make with respect to any one objective or task. Here again, be specific and explain why the deviation was necessary.

**OUTSOURCING OF KEY INTERNAL CONTROL  
STATUS REPORT**

**I. INDEPENDENT ASSURANCE IDENTIFIED IN THE CONTRACT:**

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**II. OUTCOME INDICATORS (For the results of the monitoring review process during  
this reporting period):**

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IF NECESSARY, USE ADDITIONAL PAGES