



## REVIEW PRIORITY RATING WORKSHEET

To be completed primarily by the Washington Office. Use this Worksheet to perform the risk assessment to determine the component's Priority Rating in the U.S. Fish and Wildlife Service's Internal Control Review Priorities.

COMPONENT TITLE: \_\_\_\_\_

NEW PRIORITY RATING: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

High, Medium, or Low

NEXT PLANNED REVIEW: \_\_\_\_\_ TYPE: ICR: \_\_\_ AICR \_\_\_  
(fiscal year)

### Instructions:

1. Consider the component's Service-wide condition to determine its rating.
2. Complete a separate Priority Rating Worksheet for each component.
3. Suggestion: Assess the Priority Rating via meeting(s) of staff and managers so that a broad range of opinions is considered.
4. In the following Checklist, place a checkmark in the appropriate block under "Agree," "Partially Agree," "Disagree," or "Partially Disagree" and include Comments. More checkmarks on the right side would usually indicate a higher rating.
5. Provide the rationale for the overall Priority Rating below.
6. Retain a copy for your records. Attach the original to the Responsible Official's response for the annual Review Priorities, or submit the original as a follow-up to the Responsible Official's memorandum.

Date, Location, and Attendees at the Component Priority Rating Meeting(s):

Summary of the Rationale Supporting this Priority Rating:

\_\_\_\_\_

Prepared by: \_\_\_\_\_

Name of Office or Division Chief and Title

\_\_\_\_\_  
Signature and Date

### Priority Rating Worksheet Checklist

CONTROL ENVIRONMENT. The control environment is the organizational structure and culture management and employees create to sustain organizational support for effective internal control.					
	Agree	Partially Agree	Disagree	Partially Disagree	Comments
1. Management clearly demonstrates its commitment to competence in the workplace.					
-- Defines areas of authority and responsibility.					
-- Appropriately delegates authority and responsibility.					
-- Establishes a suitable hierarchy for reporting.					
-- Supports appropriate human capital policies for hiring, training, evaluating, counseling, advancing, compensating and disciplining personnel.					
-- Upholds the need for personnel to possess and maintain the proper knowledge and skills to perform their assigned duties as well as understand the importance of maintaining effective internal control within the organization.					
2. The organizational culture is defined by management's leadership in setting values of integrity and ethical behavior.					
3. Management's philosophy and operational style set the tone within the organization for effective internal control.					
4. Management's commitment to establishing and maintaining effective internal control cascades down and permeates the organization's control environment.					

RISK ASSESSMENT. Risk assessment is an entity's internal process for identifying, analyzing, and managing risk relevant to achieving the objectives of reliable financial reporting, safeguarding of assets, and compliance with budget and other laws and regulations.					
	Agree	Partially Agree	Disagree	Partially Disagree	Comments
1. Management identifies internal and external risks that may prevent the organization from meeting its objectives. Major factors that affect the risks are:					
-- Changes in the operating or statutory environment.					
-- New personnel who may have a different focus on internal control.					
-- New or significantly changed information systems.					
-- Rapid growth of programs that can strain controls.					
-- New technology.					
-- New programs or activities that may introduce new control risks.					
-- Restructurings or budget cutbacks.					
-- Adoption of new accounting principles that may have an impact on the financial statement.					
2. Identified risks are analyzed for their potential effects or impacts.					
CONTROL ACTIVITIES. Control activities include policies, procedures and mechanisms in place to help ensure that agency objectives are met.					
	Agree	Partially Agree	Disagree	Partially Disagree	Comments
1. Proper segregation of duties (separate personnel with authority to authorize a transaction, process the transaction, and review the transaction) exists.					
2. Physical controls over assets (limited access to inventories or equipment) exist.					
3. Proper authorization exists.					
4. Appropriate documentation and access to documentation exist.					

	Agree	Partially Agree	Disagree	Partially Disagree	Comments
5. General controls over information systems, including security program planning, management, control over data center operations, system software acquisition and maintenance, exist.					
6. Application controls are designed to ensure that transactions are properly authorized and processed accurately and that the data is valid and complete. Controls are established at an application's interfaces to verify inputs and outputs, such as edit checks.					
<b>INFORMATION AND COMMUNICATIONS.</b>					
1. Information is communicated to relevant personnel at all levels.					
2. The information is relevant, reliable, and timely.					
3. The agency communicates with outside organizations as well, whether providing information or receiving it.					
-- Receives updated guidance from central oversight agencies.					
-- Management communicates requirements to the operational staff.					
-- Operational staff communicates with the information systems staff to modify application software to extract data requested.					
<b>MONITORING.</b>					
	Agree	Partially Agree	Disagree	Partially Disagree	Comments
1. Monitoring the effectiveness of internal control occurs in the normal course of business.					

	Agree	Partially Agree	Disagree	Partially Disagree	Comments
2. Periodic reviews, reconciliations, or comparisons of data are included as part of the regular assigned duties of personnel.					
3. Periodic assessments are integrated as part of management's continuous monitoring of internal control, which should be ingrained in the agency's operations.					
4. An effective continuous monitoring program is in place.					
5. Deficiencies found in internal control are reported to the appropriate personnel and management.					
6. Deficiencies identified, whether through internal review or by an external audit, are evaluated and corrected.					
7. A systematic process is in place for addressing deficiencies.					
<b>OTHER FACTORS SPECIFIC TO THE PROGRAM (Add, if necessary.)</b>					