

# Internal Controls

## In Local Governments and School Districts

For All Respective Local Government and School Districts Officials

### March 12, 2025

Approved by DCA - CMFO,CCFO - 2 CEU's - 2 Accounting

Approved by DCA - CTC 2-CEUs - 2 General/Secondary Duties

Approved by DCA - RMC 2-CEUs - 2 Financing

Approved by DCA - CPWM 2-CEUs - 2 Management

Approved by DCA - QPA 2-CEUs Office Administrative/General Duties

Approved CPA, RMA , PA - 2 CEU's - Accounting

**10:00am–12:00 pm Webinar Timetable - \$50 per person**

Internal control is relevant to everyone in the workplace. It represents our moral responsibility to understand and comply with government policies and procedures, as well as to hold ourselves and one other accountable.

The primary purpose of internal controls is to help safeguard an organization and further its objectives. Internal controls function to minimize risks and protect assets, ensure accuracy of records, promote operational efficiency, and encourage adherence to policies, rules, regulations, and laws.

Internal controls are typically comprised of control activities such as authorization, documentation, reconciliation, security, and the separation of duties. And they are broadly divided into preventative and detective activities.

**This Webinar will include the following Topics:**

- Separation of Duties – Explanation of Roles and Responsibilities
- Chain of Command, including Access and Approval Authority
- Importance of an Audit – Key Testing of Internal Controls
- Cyber Security during COVID

**Presenter Robert Benecke, Benecke Economic  
Aggressive Economic Advisory and Land Use Services**

#### CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

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You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator

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