

Internal Control Planning Calendar*

Jan	Feb	Mar	Apr	May	Jun	Jly	Aug	Sep	Oct	Nov	Dec
			<p>Promote Compliance Hotline:</p> <ul style="list-style-type: none"> - Communication - Posters 		<p>Complete Internal Controls Review:</p> <ul style="list-style-type: none"> - Gap Analysis - Written Procedures - Mgmt Reports 						
						<p>Complete Internal Controls Sub-Certification</p>					
							<p>Internal Controls Certification Requests Sent</p>	<p>Internal Controls Certification Due</p>			
					<p>Complete Records Mgmt:</p> <ul style="list-style-type: none"> - Retain - Discard - Archive 				<p>Review Unit Continuity of Operations Plan (COOP)</p>		
										<p>Send Holiday Gift Policy Reminder</p>	

Key Resources:

Internal Controls:

<http://www.finance.umich.edu/controls>

Compliance Resource Center:

<https://ogc.umich.edu/compliance-resource-center/>

Records Management:

<http://bentley.umich.edu/um-records-management/>

Continuity of Operations Plan:

<https://www.dpss.umich.edu/content/about/our-departments/emergency-management/>

** Reflects suggested dates/timing for key internal control related initiatives - to serve as reminder to help ensure tasks are completed annually*