

# Internal Control Planning Calendar\*

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
			<p>Promote Compliance Hotline: - Communication</p>		<p>Complete Internal Controls Review: - Gap Analysis - Written Procedures - Mgmt Reports</p>		<p>Complete Internal Controls Sub-Certification</p>	<p>Internal Controls Certification Requests Sent</p>	<p>Internal Controls Certification Due</p>	<p>Review Unit Continuity of Operations Plan (COOP)</p>	<p>Send Holiday Gift Policy Reminder</p>
					<p>Complete Records Mgmt: - Retain - Discard - Archive</p>						

**Key Resources:**

Internal Controls:

<https://finance.umich.edu/finops/controls>

Compliance Resource Center:

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

Records Management:

<https://bentley.umich.edu/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*