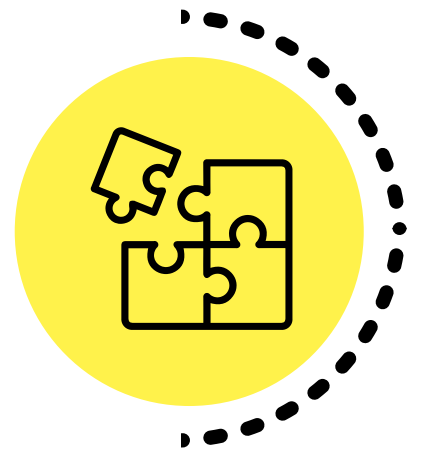# HAVE A RISK YOU WANT TO AVOID?

APPLY 5 STRONG CONTROLS

1

SEGREGATE TASKS
No single person should take care of each step of a process. If they make a mistake (or intentionally do the wrong thing!) no one else will know and it may not be corrected in time.

2

RECONCILE
Verifying one set of data created by one process or team *matches* a set of data created by another process or team will help make sure that both sets of data are accurate.
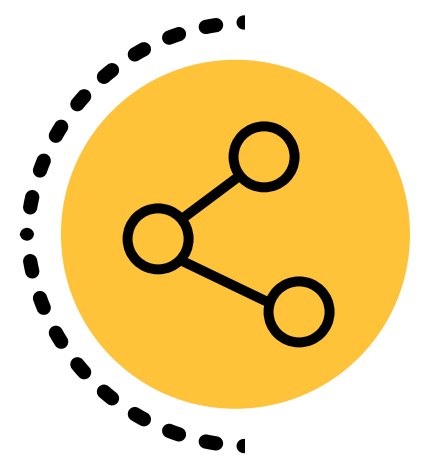
3

REVIEW
Ideally, someone who isn't part of the day-to-day process verifies that the process itself works and that transactions are correct. In many cases, this involves looking over some sort of report or document.

4

AUTHORIZE
Make sure that no one in your organization is allowed to transact or make decisions without authorization from someone else first. Absolute power corrupts absolutely!

5

DOCUMENT
Policies and procedures set boundaries and expectations about how things *should* work. Just thinking through the process and what you want to happen can reduce burdensome bureaucracy and highlight holes in your control structure. If it ain't documented, it ain't done!

Want to learn more? Try the *Internal Controls Bundle*

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