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| **Functional Vulnerability Assessment** | | | | | | | | | | |
| **Function:** |  | | | | | | | | | |
| **Office/Unit:** |  | | | | | | | | | |
| **Description of Function:** | | | | | | | | | | |
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| **Responsible Individual:** | |  | | | **Telephone:** | |  | | | |
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| **For each characteristic listed below, rate the function's vulnerability from 1 to 5, with 5 being the highest degree of risk. For example, a highly sensitive, technical or administratively complex function should be rated a 5 for the first category below.** | | | | | | | | | | |
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| **Sensitivity and Complexity of Operations:** | | | | | | | | Rating: | |  |
| The function is important to the College's primary responsibilities; is sensitive to program, fiscal or political considerations; or is considered highly technical or administratively complex. (Greater complexity means greater risk.) | | | | | | | | | | |
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| **Personnel:** | | | | | | | | Rating: | |  |
| Properly trained and technically proficient personnel are assigned to this function; assignments are clearly defined; employee performance is periodically reviewed and additional staff development is provided as necessary. (The more qualified and trained the staff, the lower the risk.) | | | | | | | | | | |
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| **Policies and Procedures:** | | | | | | | | Rating: | |  |
| The function has formal policies and procedures which are documented, current, and available; they are periodically reviewed and updated; the policies clearly define employee responsibilities and limits of authority. (The better the documentation, the lower the risk.) | | | | | | | | | | |
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| **Financial Assets:** | | | | | | | | Rating: | |  |
| The function handles significant cash receipts, disbursements, and negotiable instruments; it requires the maintenance of accurate and comprehensive financial records. (More handling of funds means greater risk.) | | | | | | | | | | |
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| **Authorizations:** | | | | | | | | Rating: | |  |
| The function involves approving applications, certifications, or contracts; or requires on-site inspections of facilities. (The greater the involvement, the higher the risk.) | | | | | | | | | | |
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| **Influence:** | | | | | | | | Rating: | |  |
| The function is subject to external influence by interest groups and/or private interests with the potential for conflicts of interest on the part of administrators or employees. (More interest group contact and potential for influence means greater risk.) | | | | | | | | | | |
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| **Stability of Operations:** | | | | | | | | Rating: | |  |
| The function has existed for some length of time with the same fundamental mission, without major new responsibilities, legislative mandates, or personnel changes. (More instability means greater risk.) | | | | | | | | | | |
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| **Organizational Structure:** | | | | | | | | Rating: | |  |
| The function's organizational structure is well-documented and periodically reviewed; areas of authority are clearly defined; direct and indirect lines of supervision (especially over field personnel) are established and understood. (The more decentralized the structure, the greater the risk.) | | | | | | | | | | |
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| **Frequency of Reviews:** | | | | | | | | Rating: | |  |
| The function is subject to frequent outside reviews of operations by internal auditors, outside auditors, accreditation groups, or other oversight bodies. (Fewer reviews and less follow-up mean greater risk.) | | | | | | | | | | |
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| **Impact of Failure:** | | | | | | | | Rating: | |  |
| The impact may be significant if the function should fail to operate properly or if the internal controls should fail to detect the misuse or misappropriation of assets by employees. (Greater significance means greater risk.) | | | | | | | | | | |
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| **Physical Assets:** | | | | | | | | Rating: | |  |
| The function maintains an inventory of or utilizes on-site expensive, or transportable physical assets which could be lost, stolen, or damaged. (More expensive or transportable assets means greater risk.) | | | | | | | | | | |
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| **Reliance on Information Systems:** | | | | | | | | Rating: | |  |
| The function relies on or is responsible for statistical information, either electronic or hard copy, which must be accurate, complete, and protected from unauthorized use. (More reliance upon, and complexity of, statistical information means greater risk.) | | | | | | | | | | |
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| **Summary Assignment of Level of Vulnerability:** | | | | | | | | | | |
| Review the total rating score for the characteristics noted above and assign a summary level of the vulnerability associated with this function. The level assigned should be used to determine the order and frequency of Internal Control reviews, or other immediate corrective action. High Vulnerability functions will be reviewed first and more frequently.   A rating score of 48 or above indicates HIGH vulnerability.  A rating score of 25-47 indicates MODERATE vulnerability.  A rating score of 24 or below indicates LOW vulnerability. | | | | | | | | | | |
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| Completed by: | | | Name: |  | Date: |  | | | | |
| Title: |  | Office: |  | | | | |
| Telephone: |  | | | | | | |
| Approved by: | | | Name: |  | Date: |  | | | | |
| Title: |  | Office: |  | | | | |
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