

EFFECTIVE BUSINESS OPERATIONS: A GUIDE TO INTERNAL CONTROLS

Intended Audience:

Staff and faculty that handle functions related to cash, purchasing, payroll, cost monitoring, capital equipment, information systems, sponsored program accounting and tax matters.

Summary of Workshop Content:

This session, made up of a speaker presentation, a slide show, group activities, and a group discussion will increase your knowledge of internal controls by:

- Describing key elements of a strong control environment and their importance
- Identifying how key control concepts can be applied to the administrative processes
- Discussing ways to evaluate if adequate internal controls are in place in your area
- Identifying whom to contact with questions and/or concerns about business operations

Benefits of the Workshop:

You will be provided with a tool to assess the risks in your own control environment. In addition, this course will assist you in ensuring reliable financial records and reporting, compliance with laws and regulations, and safeguarding of University assets.

Workshop Length:

The session is three hours long and can be offered either in the morning or afternoon.

Upcoming Sessions:

September 23, 2008, 9:00 am—12:00 pm, Evanston Campus, Norris Center

October 21, 2008, 9:00 am—12:00 pm, Chicago Campus, Wieboldt Hall

Registration Information:

To register online for a scheduled course, go to the Human Resources Development website at

<http://www.northwestern.edu/hr/training/business.html#operations> or contact the Office for Auditing and Advisory Services, Carmen Tyler at (847) 491-3304 or email her at c-tyler@northwestern.edu



**NORTHWESTERN
UNIVERSITY**