

**The Budget Office - 99-19  
Risk Analysis Work Sheet  
March 7, 2000**

<u>Risk</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Budget adoption process does not follow state and / or local laws and regulations.	The responsibility for compliance is placed with a specific person within the Budget Office (the Budget Officer). The process has been followed for many years and is well publicized.	Yes	Low - Objective 1
Budget amendment process does not follow state and / or local laws and regulations.	A series of approvals must be obtained prior to the recording of a budget amendment. The process has been followed for many years and is well publicized. The FAMIS system contains the security tables that controls who initiates and approves the BTs. While dated, the Budget Office's Policy & Procedures manual details the process.	Yes	Low - Objective 2
Budget and related information is not properly reported and disclosed in the financial statements.	External audit of the financial statements.	Yes	Low - PASS
Encumbrances are not accounted for and / or reported properly.	Encumbrances are required to prevent overexpenditure of appropriations.	Yes	Low - PASS
Additional costs are incurred because budget amendments are not processed in a timely manner.	The FAMIS system tracks when the amendments are approved, but this is not used as a performance measure.	No	Medium - Objective 3