

Administration - Training and Development
Audit 02-10
Risk Analysis Work Sheet

Risk	Control	Control In Place	Assessment
Employee improperly received tuition reimbursement.	Green cards are prepared to document reimbursements and used as a tracking. Supervisor is required to sign form. However at time of payment, no confirmation of employee being active.	Yes / No	Medium
Employee improperly received CDL reimbursement.	Green cards are prepared to document reimbursements and used as a tracking. Supervisor is required to sign form. However at time of payment, no confirmation of employee being active.	Yes / No	Medium
Employees were not aware of training opportunities.	All departments are required to post information on bulletin board in common area. Unless complaints are received from employees, there is no verification that information is being disseminated.	Yes / No	Low