

A Management Control Policy describes the responsibility for a system of checks and balances and emphasizes the importance of internal control processes. Internal controls are the policies and procedures used to reasonably ensure that assets are safeguarded; transactions are properly recorded; laws, regulations and best practices are followed, and resources are efficiently and effectively used to accomplish goals and objectives.

1. A. Management is charged with the responsibility for establishing a network of processes with the objective of controlling the operations of Florida Gulf Coast University in a manner which provides the Board of Trustees reasonable assurance that:
 - i. Data and information published either internally or externally is accurate, reliable, and timely.
 - ii. The actions of employees are in compliance with the University's policies, standards, plans and procedures, and all relevant laws and regulations.
 - iii. The University's resources (i.e., its reputation, employees, systems, data information bases) are adequately protected.
 - iv. Resources are acquired economically and employed effectively; quality business processes and continuous improvement are emphasized.
 - v. The University's plans, programs, goals, and objectives are achieved.

- B. Developing and implementing control processes are functions of management and are integral parts of the overall process of managing internal operations. As such, it is the responsibility of managers at all levels of the University to:
 - i. Identify and evaluate the exposures to loss which relate to their particular sphere of operations.
 - ii. Specify and establish policies, plans, and operating standards, procedures, systems, and other disciplines to be used to minimize, mitigate, and/or limit the risks associated with the exposures identified.
 - iii. Establish practical controlling processes that require and encourage employees to carry out their duties and responsibilities in a manner that achieves the five control objectives outlined in 1A above.
 - iv. Maintain the effectiveness of the controlling processes they have established and foster continuous improvement to these processes.

2. The Internal Audit Office is charged with the responsibility for ascertaining that the ongoing processes for controlling operations throughout the University are adequately designed and are functioning in an effective manner. Internal Audit is also responsible for reporting to the President on the adequacy and effectiveness of the University's systems of internal control, together with ideas, counsel, and recommendations to improve the systems.

3. The President is responsible for monitoring, overseeing, and evaluating the duties and responsibilities of management, the internal audit activity, and the external auditors as those duties and responsibilities relate to the University's processes for controlling its operations. The President also is responsible for reporting to the Chair of the FGCU Board of Trustees or his designee matters that may need to come before the Board. Decisions regarding matters for presentation to the Board will be made by the Chair or his designee.

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