

# Department of Natural Resources

## OUTSOURCING OF KEY INTERNAL CONTROL

### Status Report

All DNR Offices outsourcing a *KEY INTERNAL CONTROL* from an outside service organization/vendor must submit quarterly status reports, unless otherwise stated in the contract, to the Fiscal Administrative Services Section in the format outlined herein. **Reports are due thirty (30) days after the close of each reporting period.**

The Status Report must describe the results of the monitoring review process during the proper reporting period, as well as provide a summary of project accomplishments and performance over the entire life of the contract.

**Time Period of this report for Fiscal Year \_\_\_\_\_:**

☐ July-Sept      ☐ Oct-Dec      ☐ Jan-March      ☐ April-June      ☐ Final

**Name of Outside Service Organization/Vendor:**

**Contract #:**

**Contract Dates:**

**Begin Date:**

**End Date:**

**This form was completed by:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**If you have any questions, please contact the Fiscal Administrative Services Section.**

**Department of Natural Resources  
Outsourcing of Key Internal Control  
Status Report Instructions**

**I - Introduction:**

The purpose of this report is to help the DNR ensure that certain measures are being taken into consideration when outsourcing a key internal control to an outside service organization/vendor. When key internal controls are outsourced, DNR is exposed to risks which must be mitigated through assurances. The language in the contract must identify what assurances the contractor is required to provide. Each individual DNR Office is required to monitor the contractor's performance throughout the life of the contract and obtain independent assurances regarding how the contractor administers the process or function for the DNR Office. The results of the monitoring review are to be reported to the Fiscal Administrative Services Section by completing the status report in order to maintain compliance with DNR Outsourcing of Key Internal Control Policy No. 4.

**II – Outcome Indicators:**

**What is DNR looking for in reporting on Outcome Indicators?**

The outcome indicators are the results of the monitoring review that reflect what the outside service organization/vendor is accomplishing with respect to the outsourcing of a key internal control that is being performed on a quarterly basis, unless otherwise stated in the contract. Spell out specific activities that were or were not accomplished, and why. Also, explain any modifications you needed to make with respect to any one objective or task. Be specific and explain why the deviation was necessary.

**OUTSOURCING OF KEY INTERNAL CONTROL  
STATUS REPORT**

**I. INDEPENDENT ASSURANCE IDENTIFIED IN THE CONTRACT:**

**II. OUTCOME INDICATORS (For the results of the monitoring review process during this reporting period):**

IF NECESSARY, USE ADDITIONAL PAGES