

COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)
MANAGEMENT and ASSISTANCE TEAM (N9G)



Local
Internal Control Questionnaire (ICQ)
FY23

FISHER HOUSE

5720 INTEGRITY DRIVE
MILLINGTON TN 38055-6520

REVISED MAY 2023

REVIEW COVER SHEET

HOST COMMAND: _____

DATES OF REVIEW: _____

REVIEW CONDUCTED BY: _____

Business Office POC

Name: _____

Email: _____

Phone: _____

Region Internal Review Officer

Name: _____

Email: _____

Phone: _____

Briefly describe the Activity's:

Programs:

Events:

Services Offered (include those provided by contract and/or concessionaire):

FINANCIALS

<p>1.</p>	<p>Does the Host Command provide APF support for base operating support, sustainment, facility and installation services, and utilities at a level equivalent to that provided to other Category B activities such as MWR?</p> <p>Reference: SECNAVINST 7010.8C National Defense Authorization Act for FY01 - Amended section 2493 of title 10 US Code to allow APF funds</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>2.</p>	<p>Has the annual DON Fisher House Central Fund Budget been reviewed and approved by the Fisher House Board of Directors (BOD)?</p> <p>Reference: SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>3.</p>	<p>Is the Fisher House currently operating within their approved budget?</p> <p>Reference: SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>4.</p>	<p>Has the Fisher House Program Manager properly procured insurance from a commercial source that will adequately cover the replacement of Fisher House contents in the event of a loss?</p> <p>Reference: SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>

5.	<p>Are insurance premiums being paid from the Fisher House NAFI fund?</p> <p>Reference: SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
6.	<p>Has the Fisher House General Manager been appointed as Funds Administrator for the local Fisher House NAF account?</p> <p>Reference: SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
7.	<p>Are all individuals who are empowered to exercise custody over or authorize the expenditure of Fisher House NAF designated in writing by the Fisher House Program Manager?</p> <p>Reference: SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
8.	<p>Has Fisher House management maintained enrollment in the local Combined Federal Campaign (CFC)?</p> <p>Reference: SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>

FIXED ASSETS

9.	<p>Are gifts of assets valued at \$2,500 or more recorded in SAP?</p> <p>Reference: DoDI 7000.14R</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
10.	<p>For assets recorded in SAP, are they properly tagged and inventoried on an annual basis by a person not associated with the Fisher House program?</p> <p>Reference: CNICINST 1710.3 Fisher House Assets Management SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
11.	<p>Does the Fisher House Program Manager or Program Analyst approve of all dispositions of assets recorded in SAP?</p> <p>Reference: Fisher House Assets Management SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

OPERATIONS

12.	<p>Are proper controls in place for safekeeping of funds?</p> <p>Receipt of gifts? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Deposit of funds? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Disbursement? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Accountability of funds in his or her custody? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Reference: - SECNAVINST 7010.8C</p> <p>Comments:</p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
13.	<p>Are accounts accurate and records properly maintained?</p> <p>Reference: -SECNAVINST 7010.8C</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
14.	<p>Are purchases completed in accordance with CNICINST 7043.1?</p> <p>Reference: -CNICINST 7043.1 - CNIC Non-appropriated Funds Purchase Card Program SOP -CNIC FFR Non-appropriated Funds Purchase Card Program Local Procedures Fisher House Purchase Card Program SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>

15.	Are the following Standard Operating Procedures available and up-to-date?		YES	NO
	Assets Management SOP?	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handling and Processing Donations?	YES <input type="checkbox"/> NO <input type="checkbox"/>	NR	N/A
	House Operations?	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	End of Month Reporting?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Purchase Card Program?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Privacy Program?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Guest Eligibility?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Reference: - SECNAVINST 7010.8C				
Comments:				

PURCHASE CARD PROGRAM				
16.	Are purchase card purchases made in accordance with the current CNIC NAF Purchase Card Program SOP?		YES	NO
	Reference: CNIC Non-appropriated Funds Purchase Card Program SOP CNIC FFR Non-appropriated Funds Purchase Card Program Local Procedures Fisher House Purchase Card Program SOP		<input type="checkbox"/>	<input type="checkbox"/>
			NR	N/A
<u>Comments:</u>			<input type="checkbox"/>	<input type="checkbox"/>

17.	<p>Has the cardholder(s) completed the following trainings:</p> <p>Ethics – must be completed annually Initial/Refresher Training – provided by APC at least every two years</p> <p>Reference: CNIC Non-appropriated Funds Purchase Card Program SOP CNIC FFR Non-appropriated Funds Purchase Card Program Local Procedures Fisher House Purchase Card Program SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
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DONATIONS			
18.	<p>Has the Fisher House complied with the acceptance of gifts policy as stated in SECNAVINST 4001.2K?</p> <p>Reference: SECNAVINST 4001.2K Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
19.	<p>Does Fisher House management follow the proper gift acceptance procedures for gifts with a value up to \$3,500?</p> <p>Reference: SECNAVINST 4001.2K Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>

20.	<p>Does Fisher House management forward all gifts of money or acceptable securities of \$3,500 or greater to the Fisher House Program Manager/Program Analyst for acceptance by CNIC?</p> <p>Reference: SECNAVINST 4001.2K Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
21.	<p>Does Fisher House management forward proposed and/or actual gifts or donations of over \$25,000 to the Fisher House Program Manager/Program Analyst to be processed through CNIC and DNS?</p> <p>Reference: SECNAVINST 4001.2K Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
22.	<p>Does Fisher House management follow proper procedures for acceptance of non-cash gifts or donations?</p> <p>Reference: SECNAVINST 4001.2K Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
23.	<p>Does Fisher House management log all donations on the Fisher House Donations Log?</p> <p>Reference: Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>

24.	<p>Does Fisher House management log all gift card donations on the Fisher House Gift Card Log?</p> <p>Reference: Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
25.	<p>Does Fisher House management inventory gift cards on-hand monthly?</p> <p>Reference: Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
26.	<p>Are donation checks made payable to the “Department of the Navy Fisher House Central Fund” or made payable to the local Fisher House where received (e.g., Portsmouth Fisher House)?</p> <p>Reference: Fisher House Handling and Processing Donations SOP</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>