

**DAS Division of Finance  
ICQ Submission Schedule for Agencies**

ICQ Name		DUE DATES								
<b>Submit to DAS Finance Internal Control Group</b>										
	<b>(Note 1)</b>	3/31/18	6/30/18	12/31/18	3/31/19	6/30/19	12/31/19	3/31/20	6/30/20	12/31/20
1	Cash Disbursements	X						X		
2	Cash Receipts		X						X	
3	Capital Assets									
4	Payroll & Personnel									
5	Receivables - FINET System			X						
6	Receivables - Non-FINET Systems				X					
7	IS&T - Security					X				
8	Control Environment						X			
9	IS&T - Development, Implementation, & Change									X
10	System Interfaces with FINET									
11	IS&T - Financial Systems & IT Group									
12	Financial Reporting - Financial Statement Preparers ONLY									
<b>Not Required to be Submitted to DAS Finance (retain for possible review by State Finance upon request)</b>										
1	Davis-Bacon Act	X								
2	Buy American		X							
3	Investments <b>(Note 3)</b>			X						
4	Federal Grants - Control Activities				X					
5	Federal Grants - Information & Communication					X				
6	Civil Rights						X			
7	Risk Assessment <b>(Note 2)</b>							X		
8	Drug-Free Workplace								X	
9	Federal Grants - Control Environment									X
10	Federal Grants - Risk Assessment & Fraud									X

**Legend:**

X ICQ is due this quarter.

**Notes:**

- 1 **Agencies must use the most recent version of the ICQs from the DAS Finance website.** However, when ICQs are required to be resubmitted during subsequent year rotations, agencies may find it useful to refer to their previously submitted version and
- 2 The Risk Assessment ICQ is applicable and required for the following agencies: Administrative Office of th Courts, Alcoholic Bevergae Control, Administrative Services, Agriculture and Food, Board of Education, Commerce, Heritage & Arts, Corrections,
- 3 The Investments ICQ is applicable if the agency manages its own investments (e.g. Treasurer's Office and Board of Regents).