***Reporting Year State Agency Name***

*** ***

***Division/Section***

******

***Contact Information for Individual Completing Form***

***First Name Last Name Email Address***

  

Access to quality information related to internal as well as external events is necessary in order to support the internal control system. Quality information is processed from relevant and reliable data and is appropriate, complete, timely, current, accurate, and accessible to the appropriate parties. An effective system of information and communication is vital for an entity to achieve its objectives; therefore, proper design, implementation, and operation of each of the principles listed below is required in order to establish an effective internal control system. The attributes highlight important characteristics related to each principle and should be considered when determining how your organization meets each principle requirement. Further explanation of this component can be found in the [Green Book](http://www.gao.gov/assets/670/665712.pdf) beginning on page 58.

***Green Book Principles and Attributes***

1. Management should use quality information to achieve the entity's objectives.
	1. Identification of information requirements
	2. Relevant data from reliable sources
	3. Data processed into quality information
2. Management should internally communicate the necessary quality information to achieve the entity's objectives.
	1. Communication throughout the entity
	2. Appropriate methods of communication
3. Management should externally communicate the necessary quality information to achieve the entity's objectives.
	1. Communication with external parties
	2. Appropriate methods of communication

***Instructions***

Describe below how each of the three principles outlined above have been designed, implemented, and are operating in order to support the internal control system. Additionally, please evaluate the effectiveness of each principle within the organization and provide a brief description of how and why each was found to be effective or ineffective. If found to be ineffective, please use the "MAP" tab in this workbook to document a corrective action plan with a responsible party or parties identified and an estimated completion date.

***Description of Information and Communication procedures***

*Use this space to describe how your organization complies with the above principles.*