

State of South Dakota

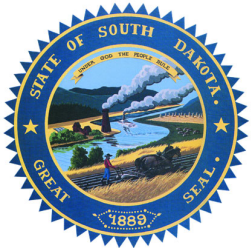
Self-assessment and internal control report

Date: March 31, 2022

FY 2022 QTR 3

Agencies under review this reporting period:

- Department of Game, Fish & Parks
- Department of the Military



Executive Summary

The State of South Dakota Internal Control Framework has been successfully rolled out to eight agencies: the Bureau of Finance & Management, the Department of Revenue, the Department of Agriculture, the Department of Game, Fish & Parks, the Department of Tribal Relations, the Department of Tourism, the Department of Corrections, and the Department of the Military. These agencies have documented their objectives, risks and controls which are subject to periodic revision.

Due to a merger between the Department of Agriculture and the Department of Environment and Natural Resources, work done at the Department of Agriculture is temporarily suppressed. We will resume this work as well as refresh it to reflect the new agency when the framework is rolled out to Department of Agriculture and Natural Resources.

The Framework provides for the need to monitor, test and report control deficiencies as part of the first line of defense activities. This report details the results and findings as part of the self-assessments performed by the control owners in each division. The following activities were performed as part of the self-assessment:

- Control owners and Agency Internal Control Officers completed a review of their objectives, risks, and controls to ensure their matrix was up to date. This includes changing risks, risk ratings, objectives, and prioritizations where necessary;
- Control owners completed a self-assessment/attestation for their respective controls validating control effectiveness;
- Control owners are documenting remediation plans for control deficiencies where applicable;
- Control owners received training on attestation completion;
- The Statewide Internal Control Officer reviewed the key information reported by all relevant parties and provided guidance where necessary.

Overall, we had a **91.8%** response rate on the control owner attestations this quarter.



Statewide Self-Assessment Results

Agencies represented in this report:

- Department of Game, Fish & Parks
- Department of the Military

Statewide

Metric	Details	Quarter 3, FY 22		Quarter 2, FY 22		Quarter 1, FY 22		Quarter 4, FY 21		
		Number	Percent	Number	Percent	Number	Percent	Number	Percent	
Risk by Type	Public Perception	164	10.7%	162	11.2%	143	13.0%	143	13.0%	
	Technology	51	3.3%	51	3.5%	51	4.6%	51	4.6%	
	Operational	941	61.5%	884	61.0%	636	57.9%	636	57.9%	
	Compliance	188	12.3%	168	11.6%	126	11.5%	126	11.5%	
	Financial	186	12.2%	184	12.7%	143	13.0%	143	13.0%	
	Total		1530	100%	1449	100%	1099	100%	1099	100%
Risk by Priority	Low	473	30.9%	438	30.2%	298	27.1%	298	27.1%	
	Medium	810	52.9%	771	53.2%	581	52.9%	581	52.9%	
	High	165	10.8%	158	10.9%	139	12.6%	139	12.6%	
	Critical	82	5.4%	82	5.7%	81	7.4%	81	7.4%	
	Total		1530	100%	1449	100%	1099	100%	1099	100%
Control Owner Self-Assessments	Completed On-time	91.8%		100%		73.3%		98.2%		
Critical / High Priority Risks with an Identified Control Issue	High	13	7.9%	10	6.1%	9	5.5%	3	1.8%	
	Critical	1	1.2%	1	1.2%	0	0%	2	2.4%	
		14	5.7%	11	4.5%	9	3.6%	5	2%	
Past Due Remediation Actions		0		0		0		0		
Risks with Priority Changes		0		0		0		0		
New Control Issues by Risk Type		Number	Percent	Number	Percent	Number	Percent	Number	Percent	
	Public Perception	0	0.0%	1	10.0%	0	0.0%	0	0.0%	
	Technology	0	0.0%	1	10.0%	0	0.0%	0	0.0%	
	Operational	11	84.6%	3	30.0%	7	87.5%	4	80.0%	
	Compliance	1	7.7%	2	20.0%	0	0.0%	0	0.0%	
	Financial	1	7.7%	3	30.0%	1	12.5%	1	20.0%	
Total Open Control Issues		2		1		1		1		
Preventive vs. Detective Controls		39.4% vs. 60.6%		40.2% vs. 59.8%		36.9% vs. 63.1%		37% vs. 63%		
Controls by Frequency	Ad-Hoc	167	42.5%	160	41.5%	126	39.7%	125	39.6%	
	Daily	54	13.7%	54	14.0%	37	11.7%	37	11.7%	
	Weekly	10	2.5%	10	2.6%	9	2.8%	9	2.8%	
	Bi-Weekly	5	1.3%	5	1.3%	5	1.6%	5	1.6%	
	Monthly	62	15.8%	62	16.1%	51	16.1%	51	16.1%	
	Bi-Monthly	3	0.8%	3	0.8%	3	0.9%	3	0.9%	
	Quarterly	12	3.1%	12	3.1%	12	3.8%	12	3.8%	
	Semi-Annually	7	1.8%	7	1.8%	6	1.9%	6	1.9%	
	Annually	73	18.6%	73	18.9%	68	21.5%	68	21.5%	
	Total		393	100%	386	100%	317	100%	316	100%



Department of Game, Fish & Parks

Department of Game, Fish & Parks

Agency Internal Control Officer
Chris Petersen

Director/
Finance
Officer

Last review period:
September 28, 2021

Date of review:
March 31, 2022

Metric	Details	Quarter 3, FY 22		Quarter 1, FY 22		Quarter 3, FY21		Quarter 1, FY21	
		Number	Percent	Number	Percent	Number	Percent	Number	Percent
Risk by Type	Public Perception	61	16.2%	61	16.2%	61	16.2%	0	0%
	Technology	14	3.7%	14	3.7%	14	3.7%	0	0%
	Operational	256	68.1%	256	68.1%	256	68.1%	0	0%
	Compliance	16	4.3%	16	4.3%	16	4.3%	0	0%
	Financial	29	7.7%	29	7.7%	29	7.7%	0	0%
	376	100%	376	100%	376	100%	0	0%	
Risk by Priority	Low	83	22.1%	83	22.1%	83	22.1%	0	0%
	Medium	230	61.2%	230	61.2%	230	61.2%	0	0%
	High	46	12.2%	46	12.2%	46	12.2%	0	0%
	Critical	17	4.5%	17	4.5%	17	4.5%	0	0%
	376	100%	376	100%	376	100%	0	0%	
Control Owner Self-Assessments	Completed On-time	91%		73.8%		94.3%		0%	
Critical / High Priority Risks with an Identified Control Issue	High	12	26.1%	8	17.4%	11	23.9%	0	0%
	Critical	1	5.9%	0	0%	5	29.4%	0	0%
		13	20.6%	8	12.7%	16	25.4%	0	0%
Past Due Remediation Actions		0		0		0		0	
Risks with Priority Changes		0		0		0		0	
New Control Issues by Risk Type		Number	Percent	Number	Percent	Number	Percent	Number	Percent
	Public Perception	0	0.0%	0	0.0%	2	12.5%	0	0%
	Technology	1	7.7%	0	0.0%	0	0.0%	0	0%
	Operational	11	84.6%	7	87.5%	14	87.5%	0	0%
	Compliance	0	0.0%	0	0.0%	0	0.0%	0	0%
	Financial	1	7.7%	1	12.5%	0	0.0%	0	0%
Total Open Control Issues		0		0		0		0	
Control Issues by Division	GFP Administration	8	61.5%	2	25.0%	2	14.3%	0	0%
	GFP Cap Development & Fed Aid	1	7.7%	0	0.0%	1	7.1%	0	0%
	GFP Communications & Marketing	2	15.4%	1	12.5%	0	0.0%	0	0%
	GFP Education	0	0.0%	0	0.0%	0	0.0%	0	0%
	GFP Habitat Access	0	0.0%	2	25.0%	1	7.1%	0	0%
	GFP Law Enforcement	0	0.0%	0	0.0%	0	0.0%	0	0%
	GFP Parks Operations	0	0.0%	0	0.0%	3	21.4%	0	0%
	GFP WDM	0	0.0%	0	0.0%	4	28.6%	0	0%
	GFP Wildlife & Fisheries Mgmt.	2	15.4%	3	37.5%	3	21.4%	0	0%
Controls with Independent Audit Issues		0		0		0		0	
Controls with Repeat Issues		0		0		0		0	
Preventive vs. Detective Controls		16.7% vs. 83.3%		16.7% vs. 83.3%		16.9% vs. 83.1%		0% vs. 0%	
Controls by Frequency	Ad-Hoc	34	47.2%	34	47.2%	33	46.5%	0	0%
	Daily	2	2.8%	2	2.8%	2	2.8%	0	0%
	Weekly	1	1.4%	1	1.4%	1	1.4%	0	0%
	Bi-Weekly	0	0.0%	0	0.0%	0	0.0%	0	0%
	Monthly	4	5.6%	4	5.6%	4	5.6%	0	0%
	Bi-Monthly	0	0.0%	0	0.0%	0	0.0%	0	0%
	Quarterly	2	2.8%	2	2.8%	2	2.8%	0	0%
	Semi-Annually	1	1.4%	1	1.4%	1	1.4%	0	0%
	Annually	28	38.9%	28	38.9%	28	39.4%	0	0%
	72	100%	72	100%	71	100%	0	0%	



Department of the Military

Department of the Military

Agency Internal Control Officer
 Connie Hohn,
 Deputy Secretary

Last review period:
 N/A

Date of review:
 March 31, 2022

Metric	Details	Quarter 3, FY 22		Quarter 1, FY 22		Quarter 3, FY21		Quarter 1, FY21		
		Number	Percent	Number	Percent	Number	Percent	Number	Percent	
Risk by Type	Public Perception	2	2.5%	0	0%	0	0%	0	0%	
	Technology	0	0.0%	0	0%	0	0%	0	0%	
	Operational	57	70.4%	0	0%	0	0%	0	0%	
	Compliance	20	24.7%	0	0%	0	0%	0	0%	
	Financial	2	2.5%	0	0%	0	0%	0	0%	
	81	100%	0	0%	0	0%	0	0%	0	0%
Risk by Priority	Low	35	43.2%	0	0%	0	0%	0	0%	
	Medium	39	48.1%	0	0%	0	0%	0	0%	
	High	7	8.6%	0	0%	0	0%	0	0%	
	Critical	0	0.0%	0	0%	0	0%	0	0%	
	81	100%	0	0%	0	0%	0	0%	0	0%
Control Owner Self-Assessments	Completed On-time	100%		0%		0%		0%		
Critical / High Priority Risks with an Identified Control Issue	High	1	14.3%	0	0%	0	0%	0	0%	
	Critical	0	0%	0	0%	0	0%	0	0%	
Past Due Remediation Actions		0		0		0		0		
Risks with Priority Changes		0		0		0		0		
New Control Issues by Risk Type	Public Perception	0	0.0%	0	0%	0	0%	0	0%	
	Technology	0	0.0%	0	0%	0	0%	0	0%	
	Operational	0	0.0%	0	0%	0	0%	0	0%	
	Compliance	1	100.0%	0	0%	0	0%	0	0%	
	Financial	0	0.0%	0	0%	0	0%	0	0%	
	1	100.0%	0	0%	0	0%	0	0%	0	0%
Total Open Control Issues		1		0		0		0		
Control Issues by Division	DOM Adjutant General	1	100.0%	0	0%	0	0%	0	0%	
	DOM Air Guard	0	0.0%	0	0%	0	0%	0	0%	
	DOM Army Guard	0	0.0%	0	0%	0	0%	0	0%	
Controls with Independent Audit Issues		0		0		0		0		
Controls with Repeat Issues		0		0		0		0		
Preventive vs. Detective Controls		0% vs. 100%		0% vs. 0%		0% vs. 0%		0% vs. 0%		
Controls by Frequency	Ad-Hoc	7	100.0%	0	0%	0	0%	0	0%	
	Daily	0	0.0%	0	0%	0	0%	0	0%	
	Weekly	0	0.0%	0	0%	0	0%	0	0%	
	Bi-Weekly	0	0.0%	0	0%	0	0%	0	0%	
	Monthly	0	0.0%	0	0%	0	0%	0	0%	
	Bi-Monthly	0	0.0%	0	0%	0	0%	0	0%	
	Quarterly	0	0.0%	0	0%	0	0%	0	0%	
	Semi-Annually	0	0.0%	0	0%	0	0%	0	0%	
	Annually	0	0.0%	0	0%	0	0%	0	0%	
	7	100%	0	0%	0	0%	0	0%	0	0%

Framework Project Update

Complete

- **Internal Control Framework drafted and adopted**
- **GRC Technology implemented**
- **Rolled out to eight agencies (BFM, DOR, SDDA, GFP, DTR, TOUR, DOC and DOM)**
- **Presented Annual Work Plan to GOAC in October 2021**
- **Extended INRY consulting contract for GRC ServiceNow development and administration**

In progress

- **Implementation finalization at School & Public Lands and Office of the State Auditor**
- **Framework implementation started with the Department of Public Safety**
- **Planning for future implementations**
- **Working on extension of PwC Contract**

Not started

- **FY2023 Work Plan**