

**EXHIBIT 1  
SARBANES-OXLEY SECTION 404 ASSESSMENT OF INTERNAL CONTROLS  
DOCUMENTATION OF FINANCIAL CYCLES**

<b>Company:</b>	<b>Location:</b>	<b>Financial Cycle:</b>	<b>Prepared By:</b> <b>Reviewed By:</b>
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**Description of Financial Cycle:**

If a narrative is inserted here it should include the following:

- A description of every document and record used in the accounting system.
- A description of every process that takes place, whether manual or computer-generated, drilled down to the lowest level possible.
- A description of the disposition of every document and record in the system.
- Indication of the control identified related to the document or procedure.

Alternatively, a flowchart could be inserted as a symbolic representation of the company's flow of documents and processes. The flowchart can be a representation of document workflow and separation of duties as the documents and processes go through the financial cycle.

Test of Transactions				
	Description of Control Tested	MA	Result of Control Tested	Assessment (1, 2, or 3)
	Description of control identified in narrative or flowchart above			
1.				

1 = Effective control      2 = Reportable condition      3 = Material weakness

**Management Assertions (MA):** Existence or occurrence (EO)    Completeness (CO)    Valuation or allocation (VA)  
Rights and obligations (RO)    Presentation and disclosure (PD)

Evaluation		
Reportable Condition/Material Weakness Identified	Solution	Date
Conclusion		
Overall Assessment of Internal Controls	Assessment (1, 2, or 3)	Date

Reviewed and approved by: _____	Date: <u>mm/dd/yy</u>
Implementation team member: _____	Date: <u>mm/dd/yy</u>
Sponsoring committee member: _____	Date: <u>mm/dd/yy</u>