



SENSITIVE TASK LIST FORM

Row No	SENSITIVE MISSIONS	RISKS (Fulfilling the duty) Not being brought (Results)	RySK LEVEL*	CONTROLS/MEASURES** (Measures to be Taken)	YOUR TASK PERIODIC ASPECT CONTROL TO BE DONE REQUIRED TIME	SENSITIVE MISSION THE PERSONNEL THAT EXIST TITLE/NAME AND SURNAME
1	Budget Preparation Studies, Procedures and Implementation	- The failure to effectively prepare the institution's budget results in the institution's needs not being fully met. Failure to meet the demand - Delays in services and penalties for payments due to the failure to submit budget requests and transfer documents on time.	High	1. The institution's budget needs should be determined in line with the budget proposals of the spending units. 2. The institution's budget should be prepared according to the budget call and preparation process. 3. Budget revenue and expenditure estimates must be consistent with each other. 4. Budget procedures must be completed within the timeframes stipulated by legislation.	Monthly	Branch Manager Joseph SAYAR Chef Mustafa yENER
2	Detailed Financing The program Preparation	- The allocated funds will be used for our university's services and...	Medium	1. After the budget is approved each year, the needs of the units should be taken into consideration when preparing the AFP (Agency Plan). 2. The nature of expenditures, seasonal	Annual	Branch Manager Joseph SAYAR Chef Mustafa yENER



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		distribution is not made taking into account activities and work schedules. - Causing delays in the use of funds.		Fund allocation should be made taking into account the characteristics and other special circumstances.		
3	Within the Scope of Legislation What needs to be prepared Reports	- Failure to inform the public and relevant institutions in a timely manner, as required by the principle of "Financial Transparency" within the general framework of Law No. 5018.	Low	1. Diligent efforts should be made, in coordination with spending units, to ensure these reports are published on time.	Annual	Branch Manager Joseph SAYAR Chef Mustafa YENER
4	Preliminary Financial Control Procedures	- As a result of not being checked for compliance with financial legislation provisions, the public	Medium	1. After the preliminary financial control procedures carried out in the units are checked by the unit officials, the procedures are examined by the relevant personnel of our Presidency to ensure they comply with the legislation.	At the time of the transaction	Department Head Alpaslan DOGAN Computer Your business Ethem ÖZTÜRK



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		damage and waste of resources occur.		must be provided.		
5	Payment Orders Control and Payment	- Loss of trust in the institution and damage to its reputation. - Failure to take action within the specified time frame may result in penalties and legal proceedings. - Exposure to warnings. - The institution suffered losses due to the delay. - Loss of rights. - The occurrence of public damage.	High	1. Checking and processing payments for all expenditure documents (salary, overtime, travel expenses, expenses subject to and not subject to Law No. 4734, projects, additional courses, etc.) of all academic and administrative units within the timeframe specified in the service standards (4 business days). 2. Foreign currency payments must be made on the same day. 3. Ensuring coordination with the spending unit before and after payment. 4. To ensure that transactions are carried out in accordance with the provisions of the applicable legislation.	At the time of the transaction	Branch Manager Ali ÇAYLIOĞLU Computer Ethem ÖZTÜRK Office Staff Ufuk ALTİKAT Your business
6	Project Accounting Procedures and Transactions	- R&D activities	Medium	1. Timely opening of accounts. 2. Project account information to the relevant institution.	At the time of the transaction	Branch Manager Ali ÇAYLIOĞLU



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		disruption. - Money transfers cannot be made due to the inability to open accounts. - Payments could not be delivered to the rightful recipient. - Failure to complete the projects.		and reporting to the relevant units. 3. Ensuring coordination with the project unit.		Chef Meryem HAYRAN
7.	Collateral Transactions	- The institution will not impose any sanctions if the terms of the contract are not fulfilled. - Loss of reputation.	Medium	1. The letters of guarantee recorded in the account must be monitored. 2. Expired letters of guarantee must be returned to the bank every three months, with information obtained from the relevant departments. 3. To ensure the return of expired cash and e-guarantees by informing the relevant units.	3 Months	Branch Manager Ali ÇAYLIOĞLU Financial Services Specialist His assistant Talha ERDOĞAN Chef Yetgin DEMİR
8	Accounting Services	- Subject to administrative and criminal sanctions.	High	1. Guarantees, enforcement proceedings, personal debts, taxes, premiums, private pension plans, unions, etc.	At the time of the transaction	Branch Manager Ali ÇAYLIOĞLU



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		Staying. - Public loss. - Causing a loss of rights. - Legal action. - Loss of reputation for the institution.		Payments related to bank accounts, projects, personnel, and other payments must be completed within the timeframes specified in the relevant legislation. 2. Ensuring that the collection of accrued revenues is carried out in a timely and complete manner.		Financial Services Specialist His assistant Talha ERDOYAN Chef Yetgin DEMIR Chef Meryem HAYRAN Computer Your business Ethem ÖZTÜRK Office Staff Ufuk ALTIKAT
9	Strategic Plans	- Lack of planning and scheduling. - Lack of strategic management. - The performance program and activity report are unable to fulfill their functions due to the lack of a prepared plan.	Medium	1. The strategic plan must be prepared using participatory methods. 2. The Strategic Plan Monitoring and Steering Committee should hold periodic meetings to assess whether the aims and objectives have been achieved. It should report the results of these studies to senior management.	Every 5 years	Department Head Alpaslan DOGAN Chef Mustafa YENER



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10	Internal Control	- The administration's revenues, expenditures, assets, and liabilities are not managed effectively, economically, and efficiently. - Lack of a certain standard in the activities carried out by the administration. - Irregularities and corruption occurring in all types of financial decisions and transactions.	Low	1. An effective control mechanism should be established to ensure efficient administration, prevent irregularities in financial decisions, and provide timely and reliable information. 2. The progress of activities related to the Internal Control Standards Compliance Action Plan should be monitored at the unit level, and necessary information should be provided. 3. Units that are not making progress on internal control standards should be supported. 4. Training sessions should be organized on internal control systems.	Annual	Department Head Alpaslan DOGAN Chef Mustafa YENER
11	Consolidation of Movable Assets	- Administrative and penal sanctions. - Lack of accountability to the authorities.	High	1. Ensuring coordination and cooperation to facilitate the smooth execution of tasks performed by movable asset registration and control authorities. 2. Movable asset account within the scope of movable asset registration procedures.	Annual	Technician Ibrahim SUBAYI



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				To ensure that the financial statements are consolidated and that the university's final accounts statement and summary statement are prepared in the name of the senior management.		
12.	Movable Asset Records	- Inability to control or protect movable assets, and inability to determine the extent of damage. - Failure to prepare the necessary documents on time. - Movable Property Account not holding. - Inability to provide the Movable Asset Management Account. - Minutes, schedules, tables, and other similar documents	Low	1. Ensuring warehouse security. 2. Ensuring that movable assets are delivered to warehouses as soon as possible. 3. Inspection and acceptance of movable assets that cannot be inspected and accepted immediately, and preventing their use before final acceptance. 4. Maintaining records of the entry and exit of movable assets, preparing related documents and tables, and sending the movable asset management account statements to the consolidated officer. 5. When movable assets are received, a "Movable Asset Transaction Slip" is prepared for entry; when they are used, transferred, donated, scrapped, or in cases of loss, theft, or other destruction, a "Movable Asset Transaction Slip" is prepared for exit, and records are kept accordingly.	At the time of the transaction	Branch Manager Ali ÇAYLIOĞLU Technician İbrahim SUBAĞI



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		Failure to submit it to the Court of Accounts within the specified time.		eclipse. 6. Recording any surplus movable assets found during the inventory process by preparing a "TIF" (Transfer of Assets Inventory Form). 7. For consumable materials given out for use, if they are returned for any reason, they must be received with a receipt and a "TIF" (Traffic Inventory Form) must be prepared to re-record their entry. 8. Conducting inventories and taking necessary precautions when officials leave their posts, at the end of the year, and whenever deemed necessary by the spending authority. 9. Warehouses and officials must be reported to the Court of Accounts, and any changes made during the year must be reported within one month at the latest.		

* The risk level will be determined as **High**, **Medium** , or **Low** depending on the nature of the task and the identified risks .

Necessary Checks and Precautions

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PREPARER			CONTROLLING		APPROVED	
Ethem ÖZTÜRK Computer Operator			Joseph SAYAR Branch Manager		Alpaslan DOGAN Department Head	