



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

Bulletin # 04-12

SUBJECT: Internal Control Officers

DATE: March 12, 2004
TO: All Departments and Agencies
FROM: Edward A. Karass, State Controller

The deadline of June 30, 2004 for completion of internal control documentation is fast approaching. In order to evaluate the progress that each agency is making regarding establishing their controls and documentation and establish a line of communication in this effort we are requiring all department/agency heads to submit the name and position title of their designated Internal Control Officer. Designation of these officers is required by law, 5 MRSA §1541, sub-§10-A. We will create a mailing list from the submitted names to keep the Internal Control Officers apprised of relevant developments, training opportunities, and the availability technical resources. In your submission please include an update on your progress toward completing the risk assessment questionnaires available on the State Controller's web site. Completion and submission of these questionnaires by fiscal year end is also required. Please submit your response to Chris Campbell. If your agency requires assistance regarding this process please contact Chris Campbell, Tom Giordano, or myself.