



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

Bulletin # 05-16

SUBJECT: Protocols for Federal Audits, Audit Follow-up, and Department Initiated Audit Activity

DATE: June 22, 2005
TO: All Departments and Agencies
FROM: Edward A. Karass, State Controller

Bulletin # 05-16 provides notification to all Departments and Agencies that Section 20.60 is being added to the Statewide Administrative and Accounting Manual with an effective date of July 1, 2005. Section 20.60 provides expanded guidance related to federal inquiries and audits, audit follow-up, and department initiated audit activity. The new section clarifies the protocol to be used by Departments and Agencies when contacted by federal audit authorities or investigators.

Section 20.60 is attached for your review and is posted to the OSC's website under the Policies and Procedures button. The OSC recommends that Department and Agency procedures related to internal controls include provision to notify the OSC as required by Section 20.60.