



# State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

April 22, 2004

**MEMORANDUM SAD: 04-26**

**TO:** Chief Fiscal Officers  
Vice Chancellors  
Business Managers

**FROM:** John Barfield  
Assistant State Controller

**SUBJECT:** Self-Assessment of Internal Controls

Please review the Tax Compliance section of the Self-Assessment of Internal Controls for the 2004 fiscal year revisions. Three areas of this section have been updated in April 2004. This is the only section with revisions. The internal control questionnaire is a management tool to be used as an assessment of an entity's internal control system and may need interpretations to relate to your entity. A completed copy of the questionnaire should be maintained by your office and available for review by the Office of the State Controller and the Office of the State Auditor. A new questionnaire does not need to be completed for each fiscal year; however, it should be reviewed for the fiscal year ended June 30, 2004. Any revisions should be noted on the existing questionnaire. Also, the Internal Control Cycle-Not Applicable and Internal Control Cycle-No Changes for the Year sample attachments should be completed for each section. A complete copy of the self-assessment of internal controls is located on the OSC web site:

[http://www.osc.state.nc.us/sigdocs/sig\\_docs/documentation/policies\\_procedures/sigSelfAssessment\\_of\\_Internal\\_Contr.html](http://www.osc.state.nc.us/sigdocs/sig_docs/documentation/policies_procedures/sigSelfAssessment_of_Internal_Contr.html)

Questions concerning the Self-Assessment of Internal Controls should be directed to Cathy Johnson at (919) 981-5492 and tax compliance issues should be directed to Randy Thomas (919) 981-5488.

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