

**From:** Larry J. Finney <larry@gfandh.com>  
**To:** Alston, CassandraT Cassandra.Alston@scdmv.net  
**CC:** Adams, Marcia S Marcia.Adams@SCDMV.net  
Earley, Jr., Jimmy E Jimmy.Earley@SCDMV.net  
Bruce D. Illsley bruce@gfhllp.com  
**Date:** 10/26/2010 5:11:18 PM  
**Subject:** RE: dmv agreed upon procedures

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No-Bruce and I will be able to start reviewing the narratives in detail on the 2<sup>nd</sup>, so I expect some time that following week is when we will want to meet with people. I will let you know once Bruce and I look at our calendars.

Larry Finney

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**From:** Alston, CassandraT [mailto:Cassandra.Alston@scdmv.net]  
**Sent:** Tuesday, October 26, 2010 4:44 PM  
**To:** Larry J. Finney  
**Cc:** Adams, Marcia S; Earley, Jr., Jimmy E; Bruce D. Illsley  
**Subject:** RE: dmv agreed upon procedures

Great! I'll ensure we address this in the narratives. As a follow-up, should I still expect to see you on Tuesday, November 2<sup>nd</sup>?

**Cassandra Tucker Alston, PMP**

South Carolina Department of Motor Vehicles  
Director, Project Management Office/SCEIS AST Lead  
10311 Wilson Boulevard  
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**From:** Larry J. Finney [mailto:larry@gfandh.com]  
**Sent:** Tuesday, October 26, 2010 2:35 PM  
**To:** Alston, CassandraT  
**Cc:** Adams, Marcia S; Earley, Jr., Jimmy E; Bruce D. Illsley  
**Subject:** RE: dmv agreed upon procedures

The only thing I don't see that would be good to add, is how reviews and approvals are evidenced. In other words, if I approve an invoice, do I initial and date it, do I sign it, or is there no evidence that I have approved it. Otherwise, I think we can work with this. Thanks.

Larry Finney

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**From:** Alston, CassandraT [mailto:Cassandra.Alston@scdmv.net]  
**Sent:** Monday, October 25, 2010 5:01 PM  
**To:** Larry J. Finney  
**Cc:** Adams, Marcia S; Earley, Jr., Jimmy E; Bruce D. Illsley  
**Subject:** RE: dmv agreed upon procedures

Larry,

Please find attached the accounts payable narrative and soft copies of the processes provided in the notebook. Please review the narrative and let me know where you would like to see additional detail.

Also, I'm attaching a spreadsheet that outlines the assigned roles in SCEIS ECC and SRM. I will send the descriptions associated with each role in a separate email.

**Cassandra Tucker Alston, PMP**

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From: Larry J. Finney [mailto:larry@gfandh.com]  
Sent: Monday, October 25, 2010 1:15 PM  
To: Alston, CassandraT  
Cc: Adams, Marcia S; Earley, Jr., Jimmy E; Bruce D. Illsley  
Subject: dmv agreed upon procedures

Cassandra,

It was good to see you again last week. Thanks for the information you provided.

I really just wanted to confirm with you that you all are going to work on some process and control narratives that will allow us to do our review of the identified DMV processes and procedures. I have attached a memo that gives you an example. I have put this all together, but obviously, separate narratives for each area is preferable. If anything, this example may not be quite detailed enough. But it gives you a good idea of what we are talking about.

Please let Bruce or I know if you have any questions. Thanks and have a good week.

Larry Finney