

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 2:35:06 PM
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

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