

EXHIBIT A

Dear Governor:

The *Administrative Guide to State Government*, Procedure 1270.06 prescribes a report prepared by the department's Internal Auditor on internal audit activities for the prior fiscal year.

Attachment I contains the Schedule of Internal Audit Activities for the fiscal year ending September 30, ____, detailing the proportion of time spent in the various areas of the Office of Internal Audit's internal audit responsibilities. Also included in this report is the required listing of audits and investigations completed during this period. Attachment II contains definitions for each report category.

Please contact me if you have any questions concerning the attached information.

(SIGNATURE, DEPARTMENT DIRECTOR)

cc: Auditor General
Senate Appropriations Committee
House Appropriations Committee
Senate Fiscal Agency
House Fiscal Agency
DMB Director
State Budget Director

Enclosure(s)