

*Sample Compliance Certification Letter*  
*From Each Chancellor of a SRCI to the President*  
**PREPARE ON UNIVERSITY LETTERHEAD**  
(Date)

President Molly Corbett Broad  
UNC-General Administration  
P. O. Box 2688  
Chapel Hill, North Carolina 27515-2688

Dear President Broad:

In accordance with the "Special Responsibility Constituent Institution" internal financial control and management staff requirements outlined in G. S. 116-30.1, as amended by the General Assembly in 1996, by memorandum dated February 11, 1997, and the August 11, 2000 Board action, I confirm to the best of my knowledge and belief that "*University Name*" is in compliance with the following (any exceptions must be identified and explained in an accompanying statement):

1. All statewide policies and procedures promulgated by the North Carolina Office of the State Controller (i.e. financial reporting guidance, accounting guidance, tax compliance and cash management).
2. All policies and procedures promulgated by the University Board of Governors and the memorandums from the UNC-Office of the President.
3. All applicable sections of official state policy and procedure manuals (i.e., State Budget Manual, State Personnel Manual, State Purchasing Manual, State Construction Manual, etc.).
4. All guidelines established for financial aid and various contracts and grants (i.e., state & federal).
5. "*University Name*" has at least one position that is designated 50% internal auditor and that position reports to the Chancellor or the Chancellor's designee.
6. The June 30 Internal Control Questionnaire, issued by the North Carolina Office of the State Controller, has been completed by divisional and departmental managers and reviewed by the institution's internal auditor. All identified weaknesses have been addressed.
7. The Board of Trustees has an audit committee comprised only of trustees.
8. The Chancellor attended all exit conferences conducted by the North Carolina Office of the State Auditor.
9. All areas of concern identified by the Office of State Personnel have been satisfactorily resolved.
10. All areas of concern identified by the Division of Purchase and Contract have been satisfactorily resolved.
11. The Chancellor received and reviewed the internal auditor's report on flexibility expenditures.
12. The Internal Auditor reviewed the institutional policies and procedures regarding the reporting of misuse of property and all instances of noncompliance have been resolved.
13. The audit plan of the institution's internal auditor included on-going monitoring of any previous year audit findings identified by the North Carolina Office of the State Auditor, on-going monitoring of any previous year internal audit findings, and some level of testing of institutional compliance with applicable policies and procedures.
14. All weaknesses outlined in reports issued by the institution's internal auditor have been or are in the process of being resolved to the satisfaction of the internal auditor and management.

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(Chancellor's Name)