

**DATE:** November 20, 2020  
**TO:** Agency Heads and CFOs  
**FROM:** Alan Skelton, State Accounting Officer  
**RE:** Internal Controls

TAS

All organizations are expected to review and update, as necessary, their Control Environment submission based on either feedback from SAO or known changes that have occurred since the prior submission. The updated information will be required to be submitted via Onspring, and due by **December 30, 2020**.

Content from previous control environment submissions is currently being uploaded in to Onspring and should be ready for updating by November 30, 2020. Additionally, the CFO must certify the overall Control Environment submission in Onspring.

Currently, only one account will be assigned per organization in Onspring, and this will be assigned to the CFO. Note: this is the same account information as used to complete the RA/CA submission in Onspring. If the organization would like an account for a delegate employee to complete the Control Environment submission, the CFO must send an email to [compliance@sao.ga.gov](mailto:compliance@sao.ga.gov) to request access for their delegate<sup>1</sup> in Onspring. Additionally, if an attached Organization would like to submit a separate control environment, please email [compliance@sao.ga.gov](mailto:compliance@sao.ga.gov) to discuss options.

For additional information, including an Onspring user's guide<sup>2</sup>, please refer to SAO's website: <https://sao.georgia.gov/policies-and-procedures/internal-controls>. If there are any questions or additional specific guidance is requested, please contact Rachael Krizanek, Director - Internal Controls and Policy, at [Rachael.krizanek@sao.ga.gov](mailto:Rachael.krizanek@sao.ga.gov).

Cc: Kelly Farr, State CFO, Director of OPB

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<sup>1</sup> The CFO will still be required to certify the overall Control Environment submission in Onspring, even if a delegate reviews and updates control environment information in Onspring.

<sup>2</sup> Onspring is performing a substantial software upgrade around December 6<sup>th</sup>, and SAO will upgrade the user's guide as soon as practical after that upgrade.