

MONITORING

Salem State College management will review and update the *Internal Control Plan* at least annually. Every year, the College's public accounting firm, as part of its audit procedures reviews the College's internal controls. In addition, the State Auditor's Office together with the Office of the State Comptroller, in conjunction with the Single Audit Act, reviews the internal controls.

COLLEGE-WIDE INTERNAL CONTROL COMMITTEE

Purpose:

To staff a standing college-wide committee appointed by the President whose main responsibility is to ensure continued compliance with *Internal Control Plan* as required by the Commonwealth. In addition this committee will serve as liaison to their respective Areas to communicate, assimilate and return written policies and procedures in support of the *Internal Control Plan*.

Members of Committee (Appointed by President Harrington)

- Chair: Paul Rigby, Controller
 - Coordinator: Evelyn Wilson, Director, Purchasing & Vendor Relations
- One representative from the following Areas:
- Academic Affairs
 - Institutional Advancement
 - Student Life
 - Human Resources
 - Information Technology
 - Facilities