



COMMONWEALTH of VIRGINIA

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COMPTROLLER

Office of the Comptroller

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March 31, 2005

MEMORANDUM

TO: Fiscal Officers of All State Agencies and Institutions

FROM: Lewis R. McCabe, Director

SUBJECT: Internal Control Initiative – Mandatory Fiscal Officer Training

As mentioned in my March 29, 2005 memorandum entitled “Internal Control Initiative - Designation of Fiscal Officers,” DOA will be hosting mandatory Fiscal Officer training during the initial phase of the Comptroller’s Internal Control Initiative.

This program differs significantly from the voluntary Financial Management Training Program that DOA offered from 1994-2001. We have targeted this new, required program at those designated as Fiscal Officers on *Authorized Signatories* forms. The agenda covers internal control, disbursements, payroll, budget control, and other financial accounting and reporting responsibilities at a conceptual level. Sessions are intended to alert you to the full range of your fiduciary responsibilities and to identify tools at your disposal for implementing a sound internal control framework within your organization.

Training sessions are scheduled for April 26-27, May 25-26, June 13-14, August 30-31 and September 19-20 in the James Monroe Building, Mezzanine Level, DHRM Training Center 2 (PDS) in Richmond. All Fiscal Officers must attend this training. You may register at <http://165.176.11.200/hrtraining/> for the session that best fits your schedule. If this is the first time you have used our automated registration system, you will need to select “New Account” and enter the required information.

Melinda Fleet will serve as training coordinator and can be contacted at 804-225-3052 or melinda.fleet@doa.virginia.gov for more information. Thank you in advance for your support and participation.

enclosure

LRM/mpf

c: The Honorable John M. Bennett, Secretary of Finance
David A. Von Moll, Comptroller

DHRM Directions to the PDS Training Center
James Monroe Building / 101 North 14th Street / Richmond
Mezzanine Level – off Main Lobby near the Cafeteria entrance
Phone: 804-225-2157

From the North: Follow I-95 South to Exit 74B (Franklin Street). The James Monroe Building is the tall building on the right.

From the South: Take I-95 North to Exit 74C. Take Exit 74C, and then take the “Broad Street East” ramp to the right. Turn right onto Broad Street. Go to the first traffic light (at North 14th Street) and turn left.

From the West: Take I-64 East. As you reach central Richmond, I-64 merges with I-95. Follow signs for I-95 South to Exit 74B (Franklin Street) (do **not** get back onto I-64). The James Monroe Building is the tall building on the right.

From the East: Take I-64 West to I-95 South. Follow I-95 South to Exit 74B (Franklin Street). The James Monroe Building is the tall building on the right.

Handicapped Parking

Several spaces are designated for the disabled on each of the three parking deck levels of the Monroe Building (enter from North 14th Street). An official handicapped parking license plate or decal must be displayed **and you must display a temporary parking permit** to avoid towing. Call DGS Parking Services (804-786-5675) at least one week before the event to purchase a temporary permit. The cost is \$2.

Public Parking

Do not park in State parking areas. Cars illegally parked in these areas may be ticketed and towed. Public parking areas are available on nearby streets. Each of these streets is south of the Monroe Building. Although other parking facilities exist, these are a few of the closest (cost varies):

1. Main and North 14th Streets (APCOA Parking Lot)

Turn right onto Franklin Street from the I-95 exit ramp. Go to North 14th Street, turn left. Go one block to Main Street. Parking (a small gravel lot) is on left.

2. Cary Street off 14th Street (Public Parking Deck – APCOA)

Turn right onto Franklin Street from the I-95 exit ramp. Go to North 14th Street, turn left. Go two blocks to Cary Street. Turn left onto Cary. Parking deck entrance is on the left.

3. Cary and 15th Streets (VA Park – Value Parking Lot)

Turn left onto Franklin Street from the I-95 exit ramp. At first corner, turn right onto 15th Street. Go two blocks to Cary Street. Turn left onto Cary. Parking lot is on right corner.

4. Cary between 16th and 17th Streets (VA Park – Value Parking Lot)

Turn left onto Franklin Street off exit ramp. At first corner turn right onto 15th Street. Go two blocks to Cary Street—turn left onto Cary. See parking lot on right one block down.

To get to parking lots from Broad Street (rather than from the I-95 exit):

Turn onto North 14th Street. Go two traffic lights to Main Street and see parking lot #1 on the left or go three traffic lights to Cary Street and turn left. Parking lots #2, #3, and #4 will be seen as indicated above.

(Source: <http://www.dhrm.state.va.us/training/facility.pdf>)