

Message

From: Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]
Sent: 12/11/2017 1:41:29 PM
To: Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]
Subject: Questionnaire on fraud
Attachments: Inquiries of Management 1.docx

Good morning Larry,

Last Friday I sent Lori, and the two Ana's, a short questionnaire on fraud and processes that you have to mitigate it. I have included it for here for you as well, and would appreciate it if you could fill it out when you have a chance. Here is the original email that was sent:

>

FW:

Attached is a fairly simple questionnaire regarding your thoughts and controls of "fraud", "potential fraud" and its "prevention" at the BCSO .

These questions are based around our audit objectives: "contractual procurement for goods and services, inventory controls, administrative expenses". Your reply can be centered along those subjects, and relative to your position. (Most likely your answers will be the same as others regarding procedures)

I will send the same form to others, so feel free to discuss it. There is no wrong answer, it's just an informal way for me to get a better idea on the controls, and some of your procedures in place.

In a week or two, we will need to schedule a more in-depth meeting, where we can walk through your procedures you perform in detail.

If you are able to complete this questionnaire before the end of the day next Wednesday, that would be great. We have a planning meeting in Boston on Thursday, and this form would help if I can include it.

If not, just email it back when you can.

If you have any questions or thoughts, just let me know.

Thanks so much,

Louie

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