Exhibit I

Required Memo for Notification of Financial System Development Projects

The following memo format should be used when notifying the Internal Audit Department in accordance with procedure 2.1 Notification.

DATE

TO: Director, Internal Audit

FROM: Department Head

SUBJECT: Compliance with County of Orange Accounting Manual Procedure S-1

This letter is to inform you that my department intends to develop / upgrade *(select one)* the following financial information system.

(describe the project's scope and objectives, preliminary cost estimates, and projected timelines (including estimated deployment date).

Select either (A) OR (B) below as applicable:

> *(A)(for financial systems that interface with any Auditor-Controller system.)*
> Because the new / upgraded *(select one)* financial information system will interface with the Auditor-Controller's business systems, we have notified them *(specify data and how notification was conveyed – e.g., e-mail, letter, phone call, meeting; attach copies if applicable)* of our intentions and will /are *(select one)* coordinating with them of our system requirements, design specification, and testing approaches.
>
> *(B)(for financial systems that WILL NOT interface with any Auditor-Controller system.)*
> Because it is both ours and the Auditor-Controller's opinion that this new / upgraded *(select one)* financial information system does not interface with the Auditor-Controller's business systems, we do not anticipate system requirements, design specification, and testing approaches that require formal coordination with the Auditor-Controller's Information Technology Division.

We acknowledge that it is our responsibility to ensure the implementation is properly managed; adequate internal controls are designed and embedded in the new system or upgrade; and those controls are maintained.

(Insert a closing indicating a contact with position, phone number, and e-mail address for any questions.)

cc: Auditor-Controller
CEO/Budget Office