



North Carolina Department of Health and Human Services
Office of the Controller

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Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller

February 15, 2011

To: Division/Institution Directors
Budget/Business Officers

From: Laketha M. Miller *Laketha M. Miller*

Subject: Cash Management Plan Updates and Responsibilities Matrix

The purpose of this memorandum is to inform you that all proposed changes and exceptions for the current approved DHHS Cash Management Plan (CMP) should be forwarded to the DHHS Office of the Controller by **March 15, 2011**. Please review the most recent version of the plan located on our web site at <http://www.dhhs.state.nc.us/control/cashmg.doc>. Please pay particular attention to those areas that directly affect your division.

In addition to the CMP updates, DHHS Divisions and Institutions are required annually to complete the CMP Responsibilities Matrix Supplement as indicated with the sample forms and instructions beginning on page 98 of the CMP document. A copy of the matrix is attached here for your convenience. Please complete the matrix in the Excel format and return via e-mail. We are also requesting that this matrix be completed by **March 15, 2011**. Any proposed changes or exceptions to the CMP and updated CMP Responsibility Matrices should be forwarded to the following address:

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If you have any questions, please feel free to contact Troy Scoggins at (919)334-1219. Thank you for your assistance with this matter.

Cc: Lanier M. Cansler Michael Watson Dan Stewart Jim Slate
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