



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Laketha M. Miller
Controller

May 1, 2014

To: Division/Institution Directors
Budget/Business Officers

From: 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 **June 30, 2014**. Please review the most recent version of the plan located on our web site at <http://www.ncdhhs.gov/control/cashmg.pdf>. 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 100 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 **June 30, 2014**. Any proposed changes or exceptions to the CMP and updated CMP Responsibility Matrices should be forwarded to the following address:

Troy Scoggins
Branch Head, Accounts Receivable-Other
NC DHHS Office of the Controller
2025 Mail Service Center
Raleigh, NC 27699-2025
Troy.Scoggins@dhhs.nc.gov

If you have any questions, please feel free to contact Troy Scoggins at (919)527-6219. Thank you for your assistance with this matter.

Cc: Aldona Wos Rod Davis Jim Slate Chet Spruill
Larry Huffman Jack Chappell Curtis Crouch Greg Alvord

www.ncdhhs.gov • www.ncdhhs.gov/control
Tel 919-855-3700 • Fax 919-733-2604

Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603
Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019
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