

**MEMORANDUM**

**TO:** Kansas State University Community  
**FROM:** Richard B. Myers, President  
**DATE:** October 17, 2017  
**RE:** Internal Audit Summary Observation Review and Internal Control Guidance

Please find enclosed two informational reports prepared by Kansas State University's Internal Audit Department: the Kansas State University Summary Observation Review and Kansas State University Internal Control Guidance.

The Internal Audit Summary Observation Review is a summary of common audit findings over several years at Kansas State University. The review emphasizes the importance of the control environment, risk management, and compliance with the applicable regulations, policies, and procedures.

The Kansas State University Internal Control Guidance presents valuable information about the importance and benefits of internal controls. It also contains a self-assessment to determine if there are appropriate separation of duties over business processes.

I support the efforts to strengthen a culture of compliance at Kansas State University. I encourage you to invest a portion of your time to enhance your knowledge of internal controls and review the common issues from past audits to improve operations in your respective areas.

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