



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

MEMORANDUM

TO: Selected Agency Heads
Chief Fiscal Officers

FROM: Brenda L. Sisco, Acting Secretary
Office of Policy and Management *Brenda*

SUBJECT: Survey of Agency Fiscal/Administrative Functions

DATE: June 21, 2010

OPM's Office of Finance is reviewing the organizational structures, functions, and staffing of fiscal/administrative functions (e.g., fiscal, human resources, information technology, etc.) of selected State agencies. The agencies selected for this review are generally small to mid-size agencies with fewer than 300 employees. It is our plan to survey larger agencies at a later date. The purpose of the review, in part, is to satisfy our statutory responsibilities under Section 4-70(b)(3) of the Connecticut General Statutes to advise the executive heads of State agencies concerning agency financial staffing needs.

Toward this end, we are asking your agency to submit information regarding your agency's fiscal/administrative offices and functions. The instructions for completing the survey can be accessed through the Office of Policy and Management website at <http://www.ct.gov/opm/site/default.asp>. Please have your staff complete and submit this information by Monday, July 12, 2010. If you have any questions regarding the information requested, you can reach Michael Riggott by phone at (860) 418-6264.

The information requested will be compiled into a "profile" of your agency's fiscal/administrative office, which will allow us to work together to find available efficiencies.

Thank you for your cooperation in this matter.

Cc: Michael Cicchetti, Deputy Secretary
Robert Dakers, Executive Finance Officer