



Auditing for a Better Oregon

August 15, 2006

Steve Pharo, Acting Executive Director
Oregon Liquor Control Commission
PO Box 22297
Milwaukie, Oregon 97269-2297

Dear Mr. Pharo:

We have completed a change of director review of the Oregon Liquor Control Commission's (commission) former director, Teresa Kaiser, who resigned effective May 15, 2006. The review was conducted in compliance with Oregon Revised Statute 297.210, which requires the Secretary of State to perform an audit or review when the executive head of a state agency leaves that position for any reason.

Our objective was to ensure appropriate actions were taken to protect state assets when the former director resigned from her position. We reviewed representations from management and examined supporting documentation and determined the commission took appropriate action to protect state assets upon the former director's separation from the commission. Specifically:

- Assets assigned to the former director were returned and her access to state and automated systems was terminated in a timely manner.
- Travel and other reimbursement claims submitted by the former director during her last three months of employment complied with applicable laws and regulations.
- The former director's recent payroll disbursements and leave accruals were appropriate and accurate.

Should you have any questions concerning this review, please contact me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Ryan K. Dempster, CPA, CFE
Audit Manager

cc: Lindsay Ball, Director, Department of Administrative Services

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