

**REVISION HISTORY:****DIRECTIVE #1 – PRINCIPLES OF INTERNAL CONTROL**

<b>Release</b>	<b>Summary of Changes</b>
12/23/25	<ul style="list-style-type: none"><li>• Modified the filing requirement from once a year to every four years.</li><li>• Made the guidance more practical by reducing theoretical content and outlining the purpose and key steps for setting up an internal control system.</li><li>• Revised to improve clarity and writing quality.</li></ul>
5/17/19	<ul style="list-style-type: none"><li>• Revises Section 1.2, <i>Assistance</i>, regarding how agencies can submit questions, request assistance, etc., regarding the Directive.</li><li>• Revises the final paragraph of the Directive, which instructs agencies how to submit the Financial Integrity Statement and associated documentation</li></ul>
1/18/05	<ul style="list-style-type: none"><li>• Discusses internal control in greater detail.</li><li>• Outlines the principles of a sound and effective internal control system that should be maintained by the City's agency management and staff.</li><li>• Changes the reporting period to the calendar year.</li></ul>
04/15/85	<ul style="list-style-type: none"><li>• Clarifies agency reporting requirements.</li><li>• Expands the internal control checklist.</li><li>• Requires agencies to provide explanation for “no” and “partial compliance” answers.</li></ul>
Initial Release	<ul style="list-style-type: none"><li>• Establishes the principles of a sound and effective financial control system that should be adopted by the City and its agency management and staff.</li><li>• Details the Office of the Comptroller’s requirements for the filing of an annual Agency Financial Integrity Statement</li></ul>