

WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR
POST OFFICE BOX 7984
MADISON, WI 53707-7984
(608) 261-2028
ELECTIONS@WI.GOV
ELECTIONS.WI.GOV



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DATE: March 29, 2019

TO: Mr. Jeff Renk, Senate Chief Clerk
B20 South East, State Capitol
Madison, WI 53702

Mr. Patrick Fuller, Assembly Chief Clerk
17 West Main Street, Room 401
Madison, WI 53703

FROM: Meagan Wolfe, Interim Administrator
Wisconsin Elections Commission

SUBJECT: Wisconsin Elections Commission Policies and Procedures

Annually, the Wisconsin Elections Commission (WEC) is required to adopt written policies and procedures to govern its internal operations, pursuant to Wis. Stat. s. 5.05 (16) (a). Attached is WEC's 2019 approved Internal Control Plan, which describes the agency's internal operations.

1. Control Environment (Mission Statement, Code of Conduct, Strategic Plans and Organizational Chart, Personnel Policies and Procedures, Position Descriptions and other Functional Guidance Materials Provided to Employees);
2. Risk Assessment (funding sources, system and tools and transaction cycles);
3. Control Activities (performance reviews, physical and electronic controls, information processing);
4. Information & Communication and the Monitoring of the internal control structure;

Documents identified in the Plan as appendices are not attached due to their volume but can be provided upon request.

Attachments (1)