

STATE OF HAWAII

Due Diligence Certification Department Head

Department _____

To be signed by the **department head** for the fiscal year ending _____.

To: State Comptroller

I certify that to the best of my knowledge and belief:

1. I have read, understand, and agree to abide by the code of conduct for employees with accounting, auditing, financial reporting, or tax filing duties.
2. I shall make a good faith effort to fulfill my responsibilities:
 - a. To set the ethical tone within the organization as the foundation for the agency's internal control structure;
 - b. To ensure a solid ethics program exists that includes appropriate communication mechanisms for employees to report alleged wrongdoings, and internal procedures for investigating such allegations;
 - c. To ensure that an effective internal control system is designed, implemented, and maintained for accounting, financial reporting, and tax filing processes;
 - d. To administer and support training programs so that employees responsible for accounting, auditing, financial reporting, or tax filing duties are knowledgeable in relevant professional accounting and auditing standards, taxation regulations, internal controls, and ethical responsibilities; and
 - e. To periodically assess the adequacy and effectiveness of the above programs and internal control system.

Signature: _____ Printed name: _____

Title: _____ Date: _____

Please return this form by _____ via Email, fax or mail to:

Audit Division
Department of Accounting and General Services
1151 Punchbowl Street, Rm 230
Honolulu, HI 96813

Email: wayne.l.chu@hawaii.gov
Fax: (808) 586 0738