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## Memorandum

**To:** State Agency Financial Managers; State Agency Fiscal Staff  
**From:** State Controller's Office  
**Date:** Last Updated August 5, 2022  
**Re:** Agency Communications and E-mail Distribution Lists

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The State Controller's Office (SCO) will communicate accounting and financial information to state agency finance staff through the use of email distribution lists (DL). The following distribution lists have been established and their purposes are explained below:

- **WI DL State Agency Financial Managers (1 per agency) –** [WIDLStateAgencyFinancialManagers@wisconsin.gov](mailto:WIDLStateAgencyFinancialManagers@wisconsin.gov)  
This distribution list includes the designated agency financial manager from each agency. There should only be one financial manager designated per agency. All SCO communications to the agencies will be forwarded to this distribution list in order to allow agency financial managers to determine if/how it should be shared within their respective agencies. Some communications from SCO will only be sent to this distribution list, as they are only meant for agency financial managers. To request updates to this list, please contact Angela Thomas ([Angela.Thomas@wisconsin.gov](mailto:Angela.Thomas@wisconsin.gov)) within SCO. Example communications sent to this distribution list would include notices about projects, the annual program revenue overdraft process, annual bank account certification requirements, etc.
- **WI DL State Agency Fiscal Staff –** [WIDLStateAgencyFiscalStaff@wisconsin.gov](mailto:WIDLStateAgencyFiscalStaff@wisconsin.gov)  
This distribution list includes all state agency finance and accounting staff who need to receive general financial and accounting information from the SCO. To request updates to this list, please contact Angela Thomas ([Angela.Thomas@wisconsin.gov](mailto:Angela.Thomas@wisconsin.gov)) within SCO. Example communications sent to this distribution list would include notices of new SCO Bulletins, Wisconsin Accounting Manual (WAM) updates, updates to the SCO monthly checklist, etc.
- **WI DL FLC Notification –** [WIDLFLCNotification@wisconsin.gov](mailto:WIDLFLCNotification@wisconsin.gov)  
This distribution list includes other staff members at the agencies that are not on the WI DL State Agency Financial Managers distribution list, but who should be invited to the meetings of the Financial Leadership Council. To request updates to this list, please Angela Thomas ([Angela.Thomas@wisconsin.gov](mailto:Angela.Thomas@wisconsin.gov)) within SCO. Example communications would include meeting invitations to the Financial Leadership Council.
- **GAAP Accountants Listing – (Not in MS Outlook as a distribution list)**  
The Financial Reporting Section (FRS) within the State Controller's Office maintains a listing of GAAP accountants at each agency. This listing is used to communicate important information regarding the compilation and preparation of the Annual Comprehensive Financial Report (ACFR). To request updates to this listing, contact FRS at the shared e-mail address: [DOADEBFGAAP@wisconsin.gov](mailto:DOADEBFGAAP@wisconsin.gov).