SWIA Library Materials

• Communications
  ▪ *How to Say It Best* – Jack Griffin – “Choice words, phrases, & model speeches for every occasion”
  ▪ *The Elements of Style*, William Strunk and E. B. White – A writing guide
  ▪ *The One Minute Manager* – Kenneth Blanchard, Ph.D. & Spencer Johnson, M.D.

• Ethics
  ▪ *Better Ethics Now – How to Avoid the Ethics Disaster You Never Saw Coming* – Christophe Bauer, Ph.D.

• Fraud
  ▪ *ACFE 2009 Fraud Manual* (on CD)
  ▪ *Extraordinary Circumstances* – Cynthia Cooper – The Journey of a Corporate Whistleblower
  ▪ *The Investigator Anthology* – Brian C. Jayne and Joseph P. Buckley – A compilation of articles and essays about the Reid Techniques of Interviewing and Interrogation
  ▪ *The Reid Technique of Interviewing and Interrogation* – John E. Reid & Associates, Inc.

• IIA
  ▪ *Quality Assessment Manual* – 2nd Edition (on CD) – The Institute of Internal Auditors
  ▪ *Standards for the Professional Practice of Internal Auditing* – The Institute of Internal Auditors - 1995
    - Statements on Internal Auditing Standards
    - Statement of Responsibilities of Internal Auditing
    - Code of Ethics
    - Code of Ethics
    - International Standards for the Professional Practice of Internal Auditing
    - Practice Advisories
SWIA Library Materials

- **NACUBO**

- **Other**
  - *A Primer on Internal Controls & Auditing – Crucial to Government & the Economy* – Wanda A. Wallace
  - *Codification of Statements on Auditing Standards Numbers - 1 to 111 – as of January 2006* – AICPA
  - *GASB (Governmental Accounting Standards Board) Comprehensive Implementation Guide* - Guides Issued through June 30, 2007 (Questions and Answers)
  - *Governmental Accounting, Auditing and Financial Reporting* – Government Finance Officers Association