From: Strzalka, Amy (SAO)
To: Nora Mitchell
Cc: Sheila Danielson
Subject: RE: Audit Schedule
Date: Tuesday, April 10, 2018 11:12:00 AM

Wonderful, thanks Nora!

I will get back to you with an estimated timeframe/number of auditors later this week.

From: Nora Mitchell <NMitchell@cityofpt.us>
Sent: Tuesday, April 10, 2018 11:10 AM
To: Strzalka, Amy (SAO) <strzalkaa@sao.wa.gov>
Cc: Sheila Danielson <SDanielson@cityofpt.us>
Subject: RE: Audit Schedule

Yes, we plan to submit no later than the end of April. Sheila is out May 4th and 7th but other than that we should be available to get started. Once you have some dates nailed down, let us know and we will book a room for your team. Also, let us know how many you expect on site.

Thanks.

Nora Mitchell | Director, Finance & Administrative Services
City of Port Townsend | www.cityofpt.us | nmitchell@cityofpt.us
250 Madison St. Suite 2, Port Townsend, WA 98368
P:(360) 379-4403 | F:(360) 385-4290

From: Strzalka, Amy (SAO) [mailto:strzalkaa@sao.wa.gov]
Sent: Tuesday, April 10, 2018 7:59 AM
To: Nora Mitchell <NMitchell@cityofpt.us>
Subject: Audit Schedule

Hi Nora,

I am working on our team's summer audit schedule. One of our team members (Cheryl Friesen) contacts all our entities with single audits early in the year to confirm they will need a single audit, and get an idea of when they'll be ready for audit.

For City of PT, she has noted that you will be ready for audit starting May 1. Do you still anticipate being ready on that timeline? We should be available to perform your audit in May, but want to confirm that timeline since it would require filing prior to the May 31 deadline.

Thanks,

Amy Strzalka
Assistant Audit Manager

Team Port Orchard
State Auditor's Office

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