From: Strzalka, Amy (SAO)
To: Sheila Danielson
Cc: Nora Mitchell; Schneider, Melody (SAO)
Subject: RE: Annual Report Submitted
Date: Wednesday, April 25, 2018 1:55:00 PM

Hi Sheila,

Congratulations on getting filed so early!

One thing I would highly suggest you do (if you haven't already) is check in with the pass through agency for the Drinking Water State Revolving Fund grant and see if you can confirm the breakdown of the state/federal funding sources for the 2017 expenditures.

Over the past couple years, we have had multiple entities that had us perform a single audit thinking the funding for that grant program was federal, only to find out afterwards that the funding was actually from the state and no single audit was required. (That particular program is one that the state pass through can fund with state or federal funds, or a combination of both, and does not always communicate the funding sources timely).

Once you've confirmed the funding sources, please let me know (and if it changes your SEFA amounts, you can go ahead and just revise that and resubmit prior to the audit) so I can make sure we adjust our schedule as appropriate if a single audit turns out not to be needed. (We would still perform your audit starting in May as currently planned, just would not need to be there as long if no single audit is required).

Thanks and looking forward to working with you again,

Amy Strzalka

From: Sheila Danielson <SDanielson@cityofpt.us>
Sent: Wednesday, April 25, 2018 1:20 PM
To: Strzalka, Amy (SAO) <strzalkaa@sao.wa.gov>
Cc: Nora Mitchell <NMitchell@cityofpt.us>
Subject: Annual Report Submitted

Hi Amy,
This is just a note that I submitted our Annual Report today. Please let me know if you need anything else or have any questions.
Thank you!
Sheila

Sheila Danielson | Finance Manager
City of Port Townsend | www.cityofpt.us | sdanielson@cityofpt.us

250 Madison St. Suite 1, Port Townsend, WA 98368
P:(360) 379-4406 | F:(360) 302-2201

CITYOFPT NOTICE REGARDING PUBLIC DISCLOSURE:
Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56).
The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act.