From: Nora Mitchell
To: Strzalka, Amy (SAO)
Cc: Sheila Danielson; Schneider, Melody (SAO)
Subject: RE: Audit Schedule
Date: Wednesday, April 11, 2018 9:48:50 AM

Sheila reminded me that I will be out the 23rd through the 31st. However, Sheila will be here. I can also be available by phone if there is anything urgent. If at all possible, would we be able to start the accountability audit first so I have a good understanding of the areas you will be covering?

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: Wednesday, April 11, 2018 9:42 AM
To: Nora Mitchell <NMitchell@cityofpt.us>
Cc: Sheila Danielson <SDanielson@cityofpt.us>; Schneider, Melody (SAO) <schneiderm@sao.wa.gov>
Subject: RE: Audit Schedule

Hi Nora,

At this point, I anticipate the onsite portion of the audit will start May 14th, and last until about the second week of June. So if you can reserve a room for that time period, that would be great!

There will be two auditors scheduled on the audit, and I will occasionally come work onsite as well. So a maximum of three of us at a time.

The audit lead this year will be Melody Schneider (I have copied her on this email). She will touch base with you when it gets closer to the audit to confirm the onsite start date.

Thanks,

Amy Strzalka

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.

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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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