From: Fleming, Benjamin (SAO)
To: nmitchell@cityofpt.us
Subject: State Auditor"s Office Annual Data Request
Date: Friday, May 11, 2018 12:18:38 PM

Dear Nora Mitchell:

As part of our commitment to making our audits more effective and efficient, the State Auditor's Office has developed a system that allows our staff quick and easy electronic access to the local government's data. To facilitate this process, we ask that you upload a copy of the following files to the Washington State Auditor's Office Secure File Transfer site by **May 15, 2018:**

- Springbrook Data Extract.mdb

Before completing this request, please contact us if you:

- Anticipate changes to financial records after the requested due date.
- Changed software systems.

Please inform us if any of the data submitted as a result of this data request is considered confidential. State agencies in Washington identify information as confidential based on the Office of the Chief Information Officer, Standard No. 141.10 § 4.1 Data Classification. If you use a different data classification mechanism, please identify any data submitted as a result of this data request that requires additional protections.

File Transfer

Shortly after receiving this request, you should have received an invitation to the Washington State Auditor's Secure File Transfer site in your email. If you did not receive an invitation, please email fapalert@sao.wa.gov and request one when you are ready to transmit your files. To send files:

- If not already done so, create an account at: https://wasao.accellion.net.
- Log in to the site.
- Enter fapalert@sao.wa.gov in the **TO:** box and **SAO Data Request** in **SUBJECT:** line.
- Click **[Browse]** and select the file(s) to transfer. You may add comments, if desired.
- Click **[Send].**
- You will receive an automatic email response when files have been downloaded by SAO.

Annual Financial Reporting

Separate to this data request, annual financial reports are due on or before 150 days after the close of the local government's fiscal year. Local governments can file annual financial reports through the State Auditor's Office Client Portal Log-In website at https://portal.sao.wa.gov/.

Please feel free to contact me if you have any questions involving this data request or if additional time will be required to complete the request.

Sincerely,

Benjamin Fleming

Local Information Systems Audit
Washington State Auditor's Office
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