From:	Fleming, Benjamin (SAO)
To:	Mark Peil
Cc:	Sheila Danielson
Subject:	RE: State Auditor"s Office Annual Data Request
Date:	Monday, May 14, 2018 9:04:08 AM

Hi Mark,

Springbrook Export Instructions

For Accela cloud users please contact fapalert@sao.wa.gov as soon as possible as our current extract does not support that system. For all other users:

- Download the **SpringbrookEntityDataExtractDatabase.zip** file which will be received in a separate secure file transfer email sent from fapalert@sao.wa.gov.
- Unzip either the **SpringbrookEntityExtractProgressServer.mdb** or the **SpringbrookEntitySQLServer.mdb** database to your computer depending upon which server you use. Please note, opening the database inside the zip file will result in database link errors.
- Open the applicable **.mdb** database from your saved location.
- Follow the instructions on the menu to populate the database.
- Send the populated **.mdb** database to our Office using the file transfer instructions below.

Thank you,

Benjamin Fleming
Local Information Systems Audit
Washington State Auditor's Office
(360) 688 - 0998 | flemingb@sao.wa.gov

From: Mark Peil <mpeil@cityofpt.us>
Sent: Monday, May 14, 2018 7:09 AM
To: Fleming, Benjamin (SAO) <flemingb@sao.wa.gov>
Cc: Sheila Danielson <SDanielson@cityofpt.us>
Subject: RE: State Auditor's Office Annual Data Request

Ben,
SAO usually sends us an Access DB with instructions on how they want the data. Has this process changed?

-Mark

From: Nora Mitchell

Sent: Friday, May 11, 2018 2:52 PM
To: Aaron Fleming <AFleming@cityofpt.us>
Cc: Sheila Danielson <SDanielson@cityofpt.us>; Mark Peil <mpeil@cityofpt.us>
Subject: FW: State Auditor's Office Annual Data Request

Not sure if you can help Sheila with this or not.

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: Sheila Danielson
Sent: Friday, May 11, 2018 2:42 PM
To: Mark Peil <mpeil@cityofpt.us>
Cc: Nora Mitchell <NMitchell@cityofpt.us>
Subject: FW: State Auditor's Office Annual Data Request

Mark,
My instructions on how to get to the ODBC Data no longer work.
Can you call me on this when you get a chance?
Thank you.
Sheila

From: Fleming, Benjamin (SAO) [mailto:flemingb@sao.wa.gov]
Sent: Friday, May 11, 2018 12:19 PM
To: Nora Mitchell <NMitchell@cityofpt.us>
Subject: State Auditor's Office Annual Data Request

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
(360) 688 - 0998 | flemingb@sao.wa.gov

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.