From: Nora Mitchell
To: Dounouk, Nikki (SAO)
Cc: Sheila Danielson
Subject: RE: Single Audit Reminders
Date: Tuesday, January 22, 2019 2:53:47 PM

The City of Port Townsend will not need a single audit for 2018. We plan to have all the audit report and all documents filed with SAO by April 30th. We will be ready for audit anytime after that date.

Thank you.

From: Dounouk, Nikki (SAO) <dounoukn@sao.wa.gov>
Sent: Friday, January 11, 2019 10:43 AM
To: Nora Mitchell <NMitchell@cityofpt.us>
Subject: Single Audit Reminders

CAUTION: *This email contains a hyperlink and was originated from outside of the organization. Use extreme care when clicking links and opening attachments.*

Hello Nora,

Our Office is currently working on setting a tentative audit schedule; if you could please send me the following information, it would be greatly appreciated:

- Please confirm if your agency will be needing a federal single audit for fiscal year 2018
- An estimate of when you anticipate your agency will be ready for audit

We wanted to send out a few reminders regarding fiscal year 2018 federal single audits. Although it's only January, the deadline to submit financial statements feels like it comes quicker each year. The deadline to submit completed, final financial statements (to include the Schedule of Expenditures of Federal Awards – SEFA) is **May 30, 2019**; however, there is no need to wait until May 30th, statements can be submitted as soon as they are ready.

Our office will be completing federal single audits on a first come first serve basis, meaning if your agency is unable to submit completed financial statements to us by the deadline, we cannot guarantee your audit will be completed by the September 30th deadline. However, this also means, the sooner you submit, the sooner we can complete your agency's audit. If you have any questions, please contact Audit Manager, Carol Ehlinger at (360) 895-6133 or Carol.Ehlinger@sao.wa.gov.

Thank you,

Nikki Dounouk
Administrative Assistant
600 Kitsap St., Suite 201
Port Orchard, WA 98366

(360) 895-6133