From: McFarlane, Megan (SAO)
To: Taylor, April (SAO)
Subject: RE: Notification of Correction to Prior Year"s Data Collection Form
Date: Thursday, January 24, 2019 3:49:00 PM

I just scanned the engagement letter to the Team Scan folder.

Megan McFarlane
Assistant Audit Manager
WA State Auditor's Office
Port Orchard
(360) 895-6133 x 103

From: Taylor, April (SAO) <taylorap@sao.wa.gov>
Sent: Thursday, January 24, 2019 10:42 AM
To: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Subject: RE: Notification of Correction to Prior Year's Data Collection Form

No prob

From: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Sent: Thursday, January 24, 2019 10:42 AM
To: Taylor, April (SAO) <taylorap@sao.wa.gov>
Subject: RE: Notification of Correction to Prior Year's Data Collection Form

Not yet. I am at the manager meeting. I won't be at the office until later this afternoon.

Megan McFarlane
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From: Taylor, April (SAO) <taylorap@sao.wa.gov>
Sent: Thursday, January 24, 2019 10:40 AM
To: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Subject: RE: Notification of Correction to Prior Year's Data Collection Form

Will do, when 2015 is submitted.

Did you scan Engagement Letter?

From: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Sent: Thursday, January 24, 2019 10:38 AM
To: Taylor, April (SAO) <taylorap@sao.wa.gov>
Subject: RE: Notification of Correction to Prior Year's Data Collection Form

OK – please make sure to adjust the comment then in the Tracking Spreadsheet.

Megan McFarlane
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From: Taylor, April (SAO) <taylorap@sao.wa.gov>
Sent: Thursday, January 24, 2019 9:21 AM
To: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Subject: RE: Notification of Correction to Prior Year's Data Collection Form

Hey, turns out that I should have been changing the 2015 report and I was in 2016. (They missed the error in 2016, but I changed it anyway.) Belfair submitted, now I'm waiting on Shelton to resubmit 2015.

From: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Sent: Wednesday, January 23, 2019 11:54 AM
To: Anthony, Kirsten (SAO) <anthonyk@sao.wa.gov>; Sorna, Renata (SAO) <sornar@sao.wa.gov>; Taylor, April (SAO) <taylorap@sao.wa.gov>; Schneider, Melody (SAO) <schneiderm@sao.wa.gov>
Cc: Wilson, Zachary (SAO) <wilsonz@sao.wa.gov>; Strzalka, Amy (SAO) <strzalkaa@sao.wa.gov>; Seibert, Melinda (SAO) <seibertm@sao.wa.gov>; Ehlinger, Carol (SAO) <ehlingerc@sao.wa.gov>

Subject: FW: Notification of Correction to Prior Year's Data Collection Form
Importance: High

Deadline for Completion – January 30th

TAS recently completed a new type of quality control review where they worked with Team IT Audit to design edit check queries on Federal Clearinghouse data to see if we had any consequential errors in our Data Collection Forms. While the vast majority of forms passed all their edit checks, they did identify a few errors. Here's what they found for our team:

Team	Year End	Auditee Name	Type of Error	Needed Correction	AAM/AIC
Port Orchard	2015	City of Shelton	CFDA 66.468 should NOT be marked as a loan.	Mark "N" for a loan for CFDA 66.468.	Zac / April
Port Orchard	2016	Kitsap Public Health District	CFDA 66.458 should NOT be marked as a loan.	Mark "N" for a loan for CFDA 66.458.	Megan / Kirsten
Port Orchard	2015	Silverdale Water District No 16	CFDA 66.468 should NOT be marked as a loan.	Mark "N" for a loan for CFDA 66.468.	Megan / Renata
Port Orchard	2017	City of Port Townsend	Incorrect input for special purpose framework	Special Purpose Framework should be corrected on the DCF from CASH to "Regulatory"	Amy / Melody
Port Orchard	2017	Kitsap Public Health District	Incorrect input for special purpose framework	Special Purpose Framework should be corrected on the DCF from CASH to "Regulatory"	Melinda / Kirsten
Port Orchard	2017	Central Kitsap School District No 401	Should be marked as a special purpose framework	On the DCF, the type of opinion should be "S" to indicate this was a Special Purpose Framework (with the Special Purpose framework marked as "Regulatory" and "Y" for required)	Zac / Renata
Port Orchard	2017	Belfair Water District	Incorrect input for special purpose framework	Special Purpose Framework should be corrected on the DCF from CASH to "Regulatory"	Zac / April

For each of the above audits applicable to you, TAS has asked us to review these and re-submit the Data Collection Forms to correct the errors. Fortunately, they did not find any errors they believe will affect the reports or workpapers, so you will NOT need to re-issue the audit report or re-open any TM files. Also, re-submissions will NOT affect the government's deadline or compliance. You only need to make the corrections to the Data Collection Form for the specified year above and resubmit it to the Federal Audit clearinghouse using this link. This will require you to work with the governments involved in order for them to re-certify the corrected DCF.

We have already sent the e-mail communication at the bottom of this e-mail to each applicable entity. **By January 30th**, please complete the following:

- Re-open the specified DCF above and complete the correction (shown in the "Needed Correction" column above.)
- Ensure the Auditee Certifier (contact below) has re-certified the corrected DCF
- Re-certify the corrected DCF as the Certifying Auditor
- Submit the corrected DCF
- Enter the date the DCF was submitted to the Clearinghouse on TAS tracking spreadsheet at : http://saosp/WorkingSites/AuditManagement/Documents/DCF_QCR_Detailed_Results.xlsx ***(I am not sure if you have access to this worksheet. If not, please notify the AAM of the date so they can enter it into the worksheet.)***

If you have any questions, please ask!

Megan McFarlane
Assistant Audit Manager
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Port Orchard
(360) 895-6133 x 103

From: McFarlane, Megan (SAO)
Sent: Tuesday, January 22, 2019 10:57 AM
To: Carol Ehlinger (ehlingerc@sao.wa.gov) <ehlingerc@sao.wa.gov>; Wilson, Zachary (SAO) <wilsonz@sao.wa.gov>; Amy Strzalka (strzalkaa@sao.wa.gov) <strzalkaa@sao.wa.gov>; Seibert, Melinda (SAO) <seibertm@sao.wa.gov>
Subject: FW: Notification of Correction to Prior Year's Data Collection Form

FYI - Here are the people I sent the e-mail to in blind copy:

MELISSA.LAIRD@KITSAPPUBLICHEALTH.ORG;
jscrews@swd16.org;
NMITCHELL@CITYOFPT.US;

paulab@ckschools.org;
DWEBB.BWD@HCC.NET;
teri.schnitzer@sheltonwa.gov;
DWEBB.BWD@HCC.NET;
slahaie.bwd@hcc.net

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From: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Sent: Tuesday, January 22, 2019 10:56 AM
To: McFarlane, Megan (SAO) <mcfarlanem@sao.wa.gov>
Cc: Ehlinger, Carol (SAO) <ehlingerc@sao.wa.gov>; Wilson, Zachary (SAO) <wilsonz@sao.wa.gov>; Strzalka, Amy (SAO) <strzalkaa@sao.wa.gov>; Seibert, Melinda (SAO) <seibertm@sao.wa.gov>
Subject: Notification of Correction to Prior Year's Data Collection Form

Hello,
The State Auditor's Office recently ran data analytics on Data Collection Forms submitted to the Federal Clearinghouse over the last few years. We noticed a minor data entry error in one or more of the Forms submitted for your entity that we need to fix to ensure it is accurate, according to Clearinghouse instructions. You should receive an email from the Federal Clearinghouse when we request to re-open the affected Data Collection Form. You should then also receive an email from the Federal Clearinghouse when it is ready for you to re-certify the form following our correction of the error. Again, we are only correcting a minor data entry error. The error did not affect the accuracy of your Audit Report, audit opinion(s), or financial statements. If you have any questions, please don't hesitate to contact Carol Ehlinger, Audit Manager, at (360) 895-6133 x 101 (ehlingerc@sao.wa.gov), or myself at ext. 103. Thank you.

Megan McFarlane
Assistant Audit Manager
WA State Auditor's Office
Port Orchard
(360) 895-6133 x 103