From: Friesen, Cheryl (SAO)
To: Nora Mitchell
Subject: RE: Single audits
Date: Friday, January 12, 2018 11:56:00 AM

Thank you so much for responding so quickly!

Cheryl Friesen
Assistant State Auditor
600 Kitsap St.
Port Orchard, WA 98366
(360) 895-6133

From: Nora Mitchell [mailto:NMitchell@cityofpt.us]
Sent: Friday, January 12, 2018 11:36 AM
To: Friesen, Cheryl (SAO) <friesenc@sao.wa.gov>
Cc: Ehlinger, Carol (SAO) <ehlingerc@sao.wa.gov>; Sheila Danielson <SDanielson@cityofpt.us>
Subject: RE: Single audits

Our City will need a single audit as well as financial and accountability. We can be ready as early as May 1 for audit work.

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
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From: Friesen, Cheryl (SAO) [mailto:friesenc@sao.wa.gov]
Sent: Friday, January 12, 2018 11:35 AM
To: Nora Mitchell <NMitchell@cityofpt.us>
Cc: Ehlinger, Carol (SAO) <ehlingerc@sao.wa.gov>
Subject: Single audits

Ms. Mitchell-
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 2017
- An estimate of when you anticipate your agency will be ready for audit

We wanted to send out a few reminders regarding fiscal year 2017 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, 2018**; 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.

Cheryl Friesen
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