From: Strzalka, Amy (SAO)
To: Schneider, Melody (SAO)
Subject: RE: City of Port Townsend State Audit Exit Conference Invitation
Date: Monday, July 9, 2018 12:43:00 PM
Attachments: Homeward Bound Loan Follow-Up.docx

Here you go. Please take a look and make sure it looks good before you send it.

-----Original Message-----
From: Schneider, Melody (SAO)
Sent: Monday, July 9, 2018 11:47 AM
To: Strzalka, Amy (SAO) <strzalkaa@sao.wa.gov>
Subject: FW: City of Port Townsend State Audit Exit Conference Invitation

Hi Amy,

I sent out the Exit invitation to the Port Townsend City Council and go the following response from the member that had the questions regarding the Homeward Bound loan. How do you suggest I proceed?

Thank you,

Melody Schneider
Assistant State Auditor
600 Kitsap Street Suite 201
Port Orchard WA 98366
360-895-6133

-----Original Message-----
From: Robert Gray <RGray@cityofpt.us>
Sent: Monday, July 9, 2018 11:45 AM
To: Schneider, Melody (SAO) <schneiderm@sao.wa.gov>
Subject: Re: City of Port Townsend State Audit Exit Conference Invitation

?Dear Assistant State Auditor Schneider,

If it's within your audit procedures, I was wondering if I could get a preliminary briefing by you or by a member of your staff on the area of concern that I raised at the entrance conference. It was my concern about the processing of loans to the non-profit entity Homeward Bound. We could do that in person, by phone, or by email depending on your schedule.

A short summary of your review and conclusions regarding this subject would be appreciated.

Thank you,

Robert Gray

360-643-3793

From: Schneider, Melody (SAO) <schneiderm@sao.wa.gov>

Sent: Monday, July 9, 2018 10:35 AM
To: Deborah Stinson; Robert Gray; Ariel Speser; Amy Howard; Pamela Adams; Michelle Sandoval; David Faber
Cc: Nora Mitchell; Sheila Danielson; David Timmons
Subject: City of Port Townsend State Audit Exit Conference Invitation

Dear Council Members:

We have completed our audit of the City of Port Townsend for the fiscal year 2017and wanted to share our preliminary results with you. We are inviting you to attend an exit conference with your staff that we have scheduled for 3:30pm on Friday, July 27, 2018 at City Hall.

We believe participation at the exit conference by you and others charged with the management and governance of the City is an essential part of our audit process. It gives you an opportunity to hear our conclusions and discuss with us the resolution of any audit issues.

Please note that if a quorum of council members attend the exit conference, the City is responsible for ensuring requirements of the Open Public Meetings Act are met.

If you have any questions or matters that you would like to discuss with us before the exit conference, feel free to contact me by email at schneiderm@sao.wa.gov.

Sincerely,

Melody Schneider
Assistant State Auditor
600 Kitsap Street Suite 201
Port Orchard WA 98366
360-895-6133

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