From:	Schneider, Melody (SAO)
To:	Strzalka, Amy (SAO)
Subject:	FW: Draft Letter - 2017 State Audit letter 051718
Date:	Friday, June 15, 2018 8:39:15 AM
Attachments:	Letter - 2017 State Audit letter 051718.docx

From: Sheila Danielson <SDanielson@cityofpt.us>
Sent: Wednesday, June 6, 2018 11:01 AM
To: Schneider, Melody (SAO) <schneiderm@sao.wa.gov>
Cc: Nora Mitchell <NMitchell@cityofpt.us>
Subject: FW: Draft Letter - 2017 State Audit letter 051718

Melody,
Attached, please find the draft letter that Steve Gross drafted before he left.
Can you please review it for content and then we will update the name and date and have our interim City Attorney sign.
Also, can you provide guidance on what date the letter should reflect?
Thank you.
Sheila

Sheila Danielson | Finance Manager
City of Port Townsend | www.cityofpt.us | sdanielson@cityofpt.us
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P:(360) 379-4406 | F:(360) 302-2201

From: Steve Gross
Sent: Tuesday, April 17, 2018 8:18 AM
To: Nora Mitchell <NMitchell@cityofpt.us>; Sheila Danielson <SDanielson@cityofpt.us>; Amber Long <ALong@cityofpt.us>
Subject: Draft Letter - 2017 State Audit letter 051718

Since y'all mentioned the early audit yesterday, I thought I'd get a jump on this so it doesn't get lost in the shuffle.

Steve

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