From: Berber, Juan (SAO)
To: Bunger, Amy (SAO)
Subject: FW: State Auditor's Office Data Request
Date: Monday, October 21, 2019 12:40:00 PM
Attachments: image001.png

Here is what's going on with the City of Tieton data.

From: Fleming, Benjamin (SAO) <flemingb@sao.wa.gov>
Sent: Thursday, October 17, 2019 8:33 AM
To: fmtieton@centurytel.net
Cc: Berber, Juan (SAO) <berberj@sao.wa.gov>
Subject: State Auditor's Office Data Request

Hi Fred,

The City of Tieton 2018 BIAS data we received in May appears to be incomplete.

Could you please send us an updated copy of the FY2018 and 2019YTD data?

BIAS Export Instructions

Please submit fiscal year **2018** and **2019 year-to-date** data. To create the files, please follow the instructions provided by BIAS in the Client Login section of their website at: http://biassoftware.com/client-login/

Name your files with the following format (replacing the year with each year requested):

- 0849_2018_City of Tieton_Transactions.txt
- 0849_2018_City of Tieton_Transaction Detail.txt
- 0849_2018_City of Tieton_UtilityBalances.csv

File Transfer

Shortly after receiving this request, you should have received an invitation to the Washington State Auditor's Secure File Transfer site in your email. If you did not receive an invitation, please email fapalert@sao.wa.gov and request one when you are ready to transmit your files. To send files:

1. If not already done so, create an account at: https://wasao.accellion.net
2. Enter **fapalert@sao.wa.gov** in the **TO:** box
3. Enter **City of Tieton - BIAS Data** in the **SUBJECT:** line
4. Click **[Browse]** and select the file(s) to transfer.
5. You may add comments, if desired.
6. Click **[Send]**.
7. You will receive an automated email response when files have been downloaded by SAO.

Thank you,

Benjamin E. Fleming
IT Data Analysis Assistant Audit Manager, Office of the Washington State Auditor
(360) 688-0998 | www.sao.wa.gov
Sign up here to be the first to know when we release news & alerts.

From: fapalert@sao.wa.gov
Sent: 5/16/2019 8:50:40 AM
To: fmtieton@centurytel.net
Cc:
Subject: State Auditor's Office Data Request

Dear Fred Munoz,

As part of our commitment to making our audits more effective and efficient, the State Auditor's Office has developed a system that allows our staff quick and easy electronic access to City of Tieton's data. We understand that this request may be received during a year the local government is not scheduled to receive an audit however our Office asks that the data still be submitted as this data will be used to plan future audits. To facilitate this process, we ask that you upload a copy of the following files to the Washington State Auditor's Office Secure File Transfer site by **May 31, 2019**:

- GL Transactions.txt
- GL Transaction Detail.txt
- Utility Billing Export.csv
- P-Card Transactions.xlsx (procurement cards, credit cards, store accounts, fuel cards, etc.) This data can generally be downloaded via your bank's website.

Before completing this request, please contact us if you:

- Anticipate changes to financial records after the requested due date.
- Changed software systems.

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12. You may add comments, if desired.
13. Click **[Send]**.
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Annual Financial Reporting

Separate to this data request, annual financial reports are due on or before 150 days after the close of the local government's fiscal year. Local governments can file annual financial reports through the State Auditor's Office Client Portal Log-In website at: https://portal.sao.wa.gov/.

Contact Information

For questions regarding generating reports, please contact the BIAS Support Team at (888) 534-2427.

For questions pertaining to an audit please contact Team Yakima at (509) 454-7848.

Please feel free to contact me if you have any questions involving this data request or if additional time will

be required to complete the request.

Sincerely,

Benjamin Fleming
Local Information Systems Audit
Washington State Auditor's Office
fapalert@sao.wa.gov