From: Rexin, Megan (SAO)
To: O"Leary, Deborah (SAO)
Subject: FW: Audit Planning/Schedule
Date: Tuesday, July 3, 2018 1:21:16 PM

Hi Debbie,
Sharon just sent me this regarding the other grants we selected for vouching the SEFA.
I'll do the Mental Health department this Thursday, and hopefully I can quickly do the Public Health department before our brainstorm next Tuesday.
I will have to ask when "Michelle" gets back from vacation, but that could be after our brainstorm, which I assume is problematic. I will keep you apprised of what happens.
Megan

From: Sharon Richter <Sharon_Richter@co.columbia.wa.us>
Sent: Tuesday, July 3, 2018 1:16 PM
To: Rexin, Megan (SAO) <rexinm@sao.wa.gov>
Subject: RE: Audit Planning/Schedule
Megan,
The earliest for the grant info to be available will be as follows:
Public Health – next Tuesday
Mental Health – Thursday
Prosecutor – after Michelle gets back from vacation
Clerk – today
Sharon

From: Rexin, Megan (SAO) [mailto:rexinm@sao.wa.gov]
Sent: Monday, July 02, 2018 5:07 PM
To: Sharon Richter
Subject: RE: Audit Planning/Schedule
Sharon,
I can be there at 8:45am tomorrow morning. My only preference for the order of events is meeting with you before leaving to Public Works. Below is as a brief summary of what I'm doing and how long it should take.

- In my meeting with you, we will need to go over a risk assessment, as well as other audit-planning items. I estimate this will take 30-45 minutes.
- In my meeting with the Commissioner, I only need to go over a risk assessment. I estimate this will take 10-15 minutes.
- The amount of time it will take me to vouch the SEFA will depend on which departments are available with supporting documentation.

I look forward to meeting you in-person tomorrow morning!

Megan Rexin
Assistant State Auditor
Washington State Auditor's Office
Megan.Rexin@sao.wa.gov
www.sao.wa.gov

From: Sharon Richter <Sharon_Richter@co.columbia.wa.us>
Sent: Monday, July 2, 2018 4:50 PM
To: Rexin, Megan (SAO) <rexinm@sao.wa.gov>

Subject: RE: Audit Planning/Schedule

I have one commissioner that will be around. Do you have a time yet?

Sharon

From: Rexin, Megan (SAO) [mailto:rexinm@sao.wa.gov]
Sent: Thursday, June 28, 2018 3:25 PM
To: Sharon Richter
Cc: O'Leary, Deborah (SAO)
Subject: Audit Planning/Schedule

Hi Sharon,

I have attached our **tentative** onsite schedule. I will let you know if there are any changes to the schedule as soon as I know.

I have also attached the initial planning request list. The request list is comprehensive, so I have **highlighted those items which I would like to receive first**. Further requests will be made as the audit progresses.

I would like to have a **short onsite visit** to review the SEFA Expenditures, perform Risk Assessment Interviews, and follow up on the Planning Questions from the request list. I am available to be onsite next week on **Tuesday, July 3 or Thursday, July 5**. If those dates do not work, please let me know so we can schedule something on a different day.

Lastly, I would like to confirm with you that the statements, schedules, and notes you submitted to us online are the **final, official versions for reporting purposes** (referenced on request list).

Please let me know if you have any questions. Thank you!

Megan Rexin

Assistant State Auditor

Washington State Auditor's Office

Megan.Rexin@sao.wa.gov

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