From: Rexin, Megan (SAO)
To: Richter, Sharon (DOHi)
Cc: O"Leary, Deborah (SAO)
Subject: Audit Requests
Date: Friday, July 27, 2018 12:30:07 PM

Hi Sharon,
I need the following from you **by Monday, July 30** (I have included the time they are due):

9:00 AM

- A list of dates and times that you will be out of the office through the end of August
- A list of dates and times that the Treasurer will be out of the office through the end of August

12:00 PM

- Trial Balance
- All Credit Card Statements from 2017

3:00 PM

- All ESD Billings to the County
- Any ESD Reports sent to County regarding Claims
- County's Reported Unemployment Claims from Accounting System
- Description of Self-Insurance Budgeting Process (how to ensure there are sufficient funds to cover future claims)
- Audit Report from ESD (if audit was performed recently)
- Unemployment Self-Insurance Policies (if applicable)

4:00 PM

- Timecards for Norman Thomas, Donna Hanger, Elizabeth Quigg, and Brooke Mikesell (needed for recalculation of 2017 pay)

Also, what is the status of the **Legal Matters Inquiry** that I **sent on July 2, 2018**?
If I should be contacting someone else for any of these requests, *please forward my email to them* and I will work with the new contact for my requests.
Thank you!

Megan Rexin
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