From:	Rexin, Megan (SAO)
To:	Richter, Sharon (DOHi)
Cc:	O"Leary, Deborah (SAO)
Subject:	RE: Audit Planning/Schedule
Date:	Tuesday, July 3, 2018 1:22:42 PM

Sharon,
After Public Works I will come back here to review documentation from the County Clerk.
Do you have an estimate of when Michelle gets back from vacation?

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: 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
www.sao.wa.gov