From: Ng Lam, Merina (SAO)
To: O"Leary, Deborah (SAO); Waltman, Ginny (SAO)
Subject: FW: Initial Audit Request list
Date: Friday, November 8, 2019 1:18:07 PM
Attachments: image001.png

FYI – Just so everyone's in the loop. I will be working on the other planning sections and then once I receive the trends and requested info from Anne, I will update and complete the planning for Columbia County.
Thank you,
Merina

From: Anne Higgins <Anne_Higgins@co.columbia.wa.us>
Sent: Friday, November 8, 2019 12:12 PM
To: Ng Lam, Merina (SAO) <nglamm@sao.wa.gov>
Subject: RE: Initial Audit Request list

Sorry Merina,
I had told you that my Dad was having surgery in October which is why I requested the move to November and scheduled the 12th with you. Your request came in when he was having surgery. So maybe I was not clear that I can't be available for the Audit in October because of my Dad's surgery or the first part of November because of the election. That meant everything emails, filling requests or meeting with you and getting stuff for you onsite.
Not mad and this will probably sound bad but not meant to be just still trying to get back up from being gone and now still dealing with the Election. We are working on it though just so you know

Anne D Higgins
Columbia County Auditor
341 E Main St. Ste. 3
Dayton, Wa 99328
509-382-4541 phone
509-382-4830 fax

From: Anne Higgins <Anne_Higgins@co.columbia.wa.us>
Sent: Friday, November 8, 2019 11:42 AM
To: Ng Lam, Merina (SAO) <nglamm@sao.wa.gov>
Subject: RE: Initial Audit Request list

I have not started it. Doing budget documents today. I will have to work on it this weekend while I am having a three day weekend.

Anne D Higgins
Columbia County Auditor
341 E Main St. Ste. 3
Dayton, Wa 99328
509-382-4541 phone
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From: Ng Lam, Merina (SAO) <nglamm@sao.wa.gov>
Sent: Friday, November 08, 2019 10:24 AM
To: Anne Higgins <Anne_Higgins@co.columbia.wa.us>
Cc: O'Leary, Deborah (SAO) <olearyd@sao.wa.gov>
Subject: FW: Initial Audit Request list

Hi Anne,
I wanted to follow up on the status of our attached audit request. In the attached document, will we be able to get the 2018 vendor and payroll trends (under Accounts payable and Payroll) either today or next week Tuesday? Also, I am at the Dayton General Hospital today, so if you prefer to provide hard copies for any of the requested items, I can swing by today before I head back to Walla Walla to pick it up. I will be here until about 3PM today.
In addition, we had some delays in our current audits and we will not be able to begin our on-site audit work next week as initially planned. Once we receive the trends and the remaining items in the attached document, we plan to have the brainstorm conference early next week to identify areas we will review, and then I will send out our detailed request list. As of now, we anticipate beginning our on-site audit work, during the week of November 18th.
If you have any questions or would like to discuss any items further, please contact me at nglamm@sao@wa.gov.
Thank you again for your time and assistance in preparing these items.
Merina Ng Lam

From: Ng Lam, Merina (SAO)
Sent: Tuesday, October 22, 2019 3:02 PM
To: 'Anne Higgins' <Anne_Higgins@co.columbia.wa.us>
Subject: Initial Audit Request list
Hi Anne,
We are asking for your assistance in preparing for the 2018 accountability audit for the Columbia County, by providing the information included on the attached word document. The list includes some of the documents and information that will help us plan our audit and identify areas of focus. We will make additional requests when we have identified our areas of focus.
Ensuring the requested documentation is available at the time of our audit will also allow us to complete the audit in an effective and efficient manner, and will help minimize the impact to you and your staff.
We would appreciate any information you can provide in electronic format. You can email us the information or send us the information via our Secure file transfer website. If electronic format is not an option, we can review hard copies.
If you have any questions or would like to discuss any items further, please contact me at nglamm@sao@wa.gov.
Thank you for your time and assistance in preparing these items.
Sincerely,

Merina Ng Lam
Assistant State Auditor, Office of the Washington State Auditor
(509) 526-6271 | www.sao.wa.gov
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