From:	Ng Lam, Merina (SAO)
To:	Anne Higgins
Cc:	O"Leary, Deborah (SAO)
Subject:	FW: Initial Audit Request list
Date:	Friday, November 8, 2019 10:24:18 AM
Attachments:	Initial Planning Request.docx image002.png

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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