**From:** Marla A. Miller
**To:** Gross, Carol (SAO)
**Subject:** RE: Follow up for Benefits and Grant Testing
**Date:** Wednesday, January 16, 2019 9:17:12 AM

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This works.

And yes, 3B means the second half of March (16-31) and is paid on April 10th. 6A means first half of June (1-15) and is paid on June 25.

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**From:** Clayton, Carol (SAO) <claytonc@sao.wa.gov>
**Sent:** Wednesday, January 16, 2019 9:13 AM
**To:** Marla A. Miller <marla.miller@centralia.edu>
**Subject:** RE: Follow up for Benefits and Grant Testing

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Does the "3B" vs "6A" refer to the month? (June, 6th month?)
Why don't we stick with pay period end dates, would that be simpler? So:

| | |
|---|---|
| Pay Period month April 2018 (first) – this is the one we have already | *If we stick with the one we have already, this report is actually pay period ending 03/31/18, not April. |
| Pay Period month June 2018 (second) | Pay period ending 06/30/18 |
| Pay Period month February 2018 (first) | Pay period ending 02/15/18 (assuming it's the 15th, whatever is the last day of the first pay period of the month) |
| Pay Period month November 2017 (second) | Pay period ending 11/30/2017 |
| Pay Period month September 2017 (first) | Pay period ending 09/15/2017. |

Does that work?

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**From:** Marla A. Miller <marla.miller@centralia.edu>
**Sent:** Wednesday, January 16, 2019 9:06 AM
**To:** Clayton, Carol (SAO) <claytonc@sao.wa.gov>
**Subject:** RE: Follow up for Benefits and Grant Testing

Hi Carol,

On the benefit reports, I just want to clarify which reports you want. For pay period June (second) are you wanting the June 25 payment which would be the 6A report?

Thanks, Marla

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**From:** Clayton, Carol (SAO) <claytonc@sao.wa.gov>
**Sent:** Tuesday, January 15, 2019 4:22 PM
**To:** Marla A. Miller <marla.miller@centralia.edu>
**Subject:** Follow up for Benefits and Grant Testing

CAUTION: This email originated from outside of Centralia College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Marla,

1. For the Benefit testing, we're narrowing our testing to the biggest sub objects which are BB – Retirement and

Pensions, and BD – Health, Life and Disability Insurance. The folder you gave us with the bank statements and the pdf printout of the Expense Distribution Vendor Liability Report for April is great documentation. We've picked the following pay periods to test, so can you provide us with that pdf Expense report and the coordinating folder for the following pay periods (I wasn't sure the codes the report has for each pay period so I'm just listing them as "first" or "second" of each month:

| |
|---|
| Pay Period month April 2018 (first) – this is the one we have already |
| Pay Period month June 2018 (second) |
| Pay Period month February 2018 (first) |
| Pay Period month November 2017 (second) |
| Pay Period month September 2017 (first) |

2. I would also like to sit down and have a control understanding conversation with you regarding the payment of the benefits, if someone reconciles that payments actually occurred (specifically for retirement and health). I will be here next week, so let me know when might work for you.
3. Following up on Grant and Contract testing, below are the grants/contracts we selected for testing. Can you start pulling the binders we would need to go through for these specific grants/contracts? Just want to make sure we have things in the works for the next week.

| | Agency | Org Code (s) | Grant Type | Amount |
|---|---|---|---|---|
| 1 | Dept of Early Learning | ECE9 | ECEAP Program | $ 1,813,374.03 |
| 2 | SBCTC | 4210, 4510, 4810, 4710, 3220, 3510, 3810, 3710 | Corrections Education | $ 1,758,019.84 |
| 3 | SBCTC | WF70, WF71, WF72, WF73, WF75, WF78, WF19, WF29 | WorkFirst | $ 538,404.90 |
| 4 | Student Achievement Council | 1906 | State Need Grant | $ 1,818,829.00 |
| 5 | School Districts | RUN2, RUN8, RUN9 | Running Start | $ 2,379,157.55 |

Thank you!

Carol Clayton, MBA
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