From: Hall, Katie (SAO)
To: Lee, Joydene; Lewellen, Carrie
Cc: Conjugacion, Michael
Subject: RE: SAO - Cash, Investments, and Property Tax Control Update
Date: Friday, June 10, 2022 11:00:00 AM
Attachments: image002.png
image003.png
image004.png
Cash, Investments, and Property Taxes Control Understanding.docx

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Hi Joydene and Michael,

Joydene, I'm so sorry you didn't get my first email but here is Take 2:

I'm starting to work on updating some of our control understandings for the upcoming financial audit. Do you have time today before 2:30pm for a short Teams meeting for me to make sure our controls for Cash Receipting, Investments, and Property Taxes are up to date? If not, I can also do early next week. Just let me know what works for you.

I have attached our understanding from last year. It's pretty long so I thought it might be easier for you to be able to read it ahead of time and let me know if there were any significant changes when we meet. Or, if you read it and nothing has changed, we could skip the meeting and save us some time. Please let me know what would work best for you.

The investment understanding is part of the Cash and Investment section so Michael will only need to help review/update that section.

If you have any questions or if I can clarify anything, please let me know.

Thanks,

Katie Hall
Assistant State Auditor
Office of the Washington State Auditor
(360) 726-4800 | www.sao.wa.gov

From: Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Sent: Friday, June 10, 2022 10:49 AM
To: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>; Hall, Katie (SAO) <katie.hall@sao.wa.gov>
Cc: Conjugacion, Michael <Michael.Conjugacion@cityofvancouver.us>
Subject: RE: SAO - Cash, Investments, and Property Tax Control Update

External Email

Hi, I haven't received an email…responding to this email and adding her.
Katie, I will be happy to help. Just let me know what you need.
Thank you.

Joydene Lee | Assistant Treasury Analyst
Treasury Department

Work schedule:
Office - Monday
Telework - Tuesday, Wednesday,Thursday, & Friday

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From: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>
Sent: Friday, June 10, 2022 10:44 AM
To: Lee, Joydene <Joydene.Lee@cityofvancouver.us>
Cc: Conjugacion, Michael <Michael.Conjugacion@cityofvancouver.us>
Subject: FW: SAO - Cash, Investments, and Property Tax Control Update

Hi,

Joy, would you please respond to Katie Hall from SAO? I just told her you can help with the review of cash and property taxes, and Michael should help with investments. Michael you should be receiving an email from Katie as well. Thank you both!

Carrie Lewellen I Treasurer
Work schedule:
Office Tuesday
Telework Monday, Wednesday, Thursday, & Friday

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From: Hall, Katie (SAO) <katie.hall@sao.wa.gov>
Sent: Friday, June 10, 2022 10:41 AM
To: Lewellen, Carrie <Carrie.Lewellen@cityofvancouver.us>
Subject: SAO - Cash, Investments, and Property Tax Control Update

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Good morning Carrie,

I sent an email to Joydene on Tuesday to set up a time to update our Cash, Investments, and Property Tax controls. I haven't heard back from her and I don't know if she didn't get my email or was out of the office this week or maybe she wasn't the right person to answer my questions. I just wanted to follow up with you to make sure I was asking the right person. Please let me know if there is someone else I should reach out to for this information.

Thanks for your help!

Katie Hall
Assistant State Auditor
Office of the Washington State Auditor
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