From:	Hoeft, Nicholas (SAO)
To:	Diaz, Anna
Cc:	Sherman, Jordan
Subject:	RE: Engagement Letter
Date:	Tuesday, November 29, 2022 9:59:00 AM
Attachments:	Entrance Conference.pdf image001.png

Hi Anna,
Thank you for the engagement letter. I have attached our entrance conference packet. Can you please make sure the DRA board receives a copy of it so they know we are currently performing the audit work.
Thank you so much,

Nicholas Hoeft
Assistant Audit Manager
Office of the Washington State Auditor
(360) 984-4802 | www.sao.wa.gov

From: Diaz, Anna <Anna.Diaz@cityofvancouver.us>
Sent: Monday, November 21, 2022 5:14 PM
To: Hoeft, Nicholas (SAO) <hoeftn@sao.wa.gov>
Subject: RE: Engagement Letter

External Email

Attached is the signed engagement letter!

From: Hoeft, Nicholas (SAO) <hoeftn@sao.wa.gov>
Sent: Friday, November 18, 2022 3:02 PM
To: Diaz, Anna <Anna.Diaz@cityofvancouver.us>
Subject: Engagement Letter

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

Hi Anna,

Engagement Letter

Attached is our Engagement Letter for the DRA audit. Please make sure this gets signed and emailed back to me.

Entrance conference

I spoke to Jordan today about holding an entrance conference for the DRA. We both agreed in assisting with the short turnaround time that an entrance conference **is not** necessary this year. Also as this is only a financial audit year, the work is very routine. We will definitely have an entrance conference next year for the 2 year accountability audit though.
I will draft the entrance documents and sending them out either early in the week or after Thanksgiving as a replacement to holding a conference.
Thank you,

Nicholas Hoeft
Assistant Audit Manager
Office of the Washington State Auditor

(360) 984-4802 | www.sao.wa.gov