From:	Sherman, Jordan
To:	Hoeft, Nicholas (SAO); Cyndi Turner
Cc:	Wynn, Greg (SAO)
Subject:	RE: Check-in today
Date:	Tuesday, August 30, 2022 12:05:03 PM
Attachments:	image001.png image002.png

External Email

Hey Nicholas,
I spoke with Heather Coffee who indicated she had reached out to Heather and Katie yesterday. Sorry for the delay on this, but hopefully things will go more smoothly now. Let me know if there is another delay

Jordan Sherman, Internal Auditor
City of Vancouver
Financial and Management Services
(360) 487-8463

From: Hoeft, Nicholas (SAO) <hoeftn@sao.wa.gov>
Sent: Thursday, August 25, 2022 1:08 PM
To: Cyndi Turner <Cyndi.Turner@cityofvancouver.us>
Cc: Sherman, Jordan <Jordan.Sherman@cityofvancouver.us>; Wynn, Greg (SAO) <wynng@sao.wa.gov>
Subject: RE: Check-in today

Hi Cyndi,
In replace of the audit status meeting here is an email with the current status of our projects.

Financial Audit

- **Auditing balances** – all substantive testing had been completed, currently in review phase to ensure all our work meets audit standards and address our audit plan.
    - Parking Permits – we have re-opened parking permits and selected about 15 more permits for testing, this is because our *sample population calculation* was incorrect. We are working with Connie Grant who is pulling the new permits.
- **Review Final Statements** – Once we have final statements, Greg and I will spend a couple days going through them; comparing them to the original statements and also the aggregation items that the City chose to correct.
    - *It's good to give us the statements several weeks prior to the deadline incase additional changes are needed.*

Single Audit

- SLFRF – almost through review, waiting on procurement guidance to be released so we can meet with Jordan and Anna
- Home – completed (in review)
- CDBG – completed (in review)

Deadlines

Single audit deadline (includes financial and federal audit) to be complete by 9/30.

- Our internal deadline to ensure we meet this date is 9/14, that ensures SAO support teams

have enough time to review and publish the required reports. We don't expect to make this and have requested a deadline of 9/26 instead.

We have been up against some deadlines since the start, and with reportable issues these obviously take more time and have go through more reviews. For the City audit we still expect all our audit work, including drafting of the financial and single audit findings to be completed in September ready to meet our internal deadline of 9/26.

DRA - Our concern is still with the CPA report, I don't want to set a hard deadline but the later we receive the CPA report the less likely we will be able to meet the single audit deadline. An estimated deadline I would say is Tuesday 9/6. That should give us time to find an auditor available, perform the audit, review, and create the audit report – lastly this would be contingent on no large issues. No matter when we get the CPA report we will work as quickly as possible to get it done but I want to be transparent as I can be.

Accountability

- Job Cost Contracting – *We are expecting to get our request filled on Monday*
- EFT *
- Use of Restricted Funds – *REET and Affordable Housing still in progress*
- AP – *done (in review)*
- Budget compliance – *done (in review)*
- Bond Covenants – *done (in review)*
- Financial condition – *done (in review)*
- Fire Inspections – *done (in review)*
- Tennis center – *started in interim*

* For EFTS we have been waiting on Heather Siegel (Coffee) for several months. I mentioned this a couple weeks ago in our status meeting but we are still waiting. We called and left a voicemail on 8/12, in addition we have sent several emails from 7/12 to 8/9.

We originally received an EFT report from Heather and wanted to follow up to see what information could we get if we selected EFTs for testing. For example: Is there a way to see the routing/account numbers from the bank side and compare that to a vendor submitted EFT form.

Thank you I hope you have a good weekend,

Nicholas Hoeft
Assistant Audit Manager
Office of the Washington State Auditor
(360) 984-4802 | www.sao.wa.gov
We are hiring! Go to sao.wa.gov/jobs to see our openings.

From: Cyndi Turner <Cyndi.Turner@cityofvancouver.us>
Sent: Thursday, August 25, 2022 8:38 AM
To: Hoeft, Nicholas (SAO) <hoeftn@sao.wa.gov>
Subject: RE: Check-in today

External Email

Sounds good. Thank you and enjoy your time off!
Cyndi

Cyndi Turner | Accounting Manager
CITY OF VANCOUVER, WASHINGTON

Finance and Management Services
415 W 6th St | Vancouver WA 98660
P: 360-487-8462 | **TTY:** 360-487-8602
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From: Hoeft, Nicholas (SAO) <hoeftn@sao.wa.gov>
Sent: Thursday, August 25, 2022 8:33 AM
To: Cyndi Turner <Cyndi.Turner@cityofvancouver.us>
Subject: RE: Check-in today

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 Cyndi,
I'll send you an update of the audit through email today. I'm off tomorrow, but you can email or call me today or Monday with any questions.
Thank you!

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

From: Cyndi Turner <Cyndi.Turner@cityofvancouver.us>
Sent: Thursday, August 25, 2022 8:12 AM
To: Hoeft, Nicholas (SAO) <hoeftn@sao.wa.gov>
Subject: Check-in today

External Email

Hi Nick,
I was wondering if you had anything to go over at our check-in today. I don't have anything critical and was hoping to use the time to continue working through the comments/changes on the financials.
Let me know if we can cancel for today.
Also, we have a GFOA extension to 9/30/22.
Thank you!
Cyndi

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