From:	Ruud, Andy (SAO)
To:	Steve Austin
Cc:	Jones, Travis (SAO); Brillantes, Heide (SAO)
Subject:	SAO: AFG Cash Flow and Local Match Questions
Date:	Wednesday, November 10, 2021 1:09:45 PM
Attachments:	Cash Flow Analysis.xlsx image003.png

Hi Steve,

I have a few more questions to follow-up on our conversation yesterday.

Cash Flow

I took another look at the invoices and checks that were sent as support for each expenditure. Attached is a summary of each invoice, the invoice date, vendor due date, check date, and date of payment request to FEMA.

From my understanding gained from our conversation yesterday, after invoices are received from vendors, the Fire Department sends the invoice to the Finance Department for processing. You will take processed invoices to the next City Council meeting for approval. After invoices are approved, the Finance Department will cut and send checks to vendors. Then, payment is requested from FEMA and the City is reimbursed for expenses that were already paid.

However, for the yellow highlighted items in the attached document, I noted that several invoices were due before they were actually paid. In this case, did the city wait until they were reimbursed before paying the vendors?

Additionally, I noted that for several expenses, a check was paid prior to the date of the invoice. I highlighted each of these items in green.

Local Match Requirements

I also would like to learn a bit more about the process the City follows to ensure that the local match requirement of 5% for each grant award is met. I gained an understanding from the Fire Department but I will also need to know what occurs within the City's Finance Department.

Feel free to document the process in an email or let me know your availability for Friday of this week and I will send a TEAMS meeting invitation.

Please let me know if you have any questions.

Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov