From: Ruud, Andy (SAO)
To: Michelle Courtney
Cc: Darren White; Jones, Travis (SAO); Steve Austin
Subject: SAO: Single Audit - Meeting Request and Outstanding Items
Date: Monday, November 15, 2021 3:27:31 PM
Attachments: image002.png

Hi Michelle,

I am emailing to provide summary of outstanding requests and to request a meeting. I am reaching the end of my testing and I have some final questions that I think would be easiest to cover in a meeting. Would you have time to meet sometime tomorrow?

Here is a summary of outstanding items from last week:

- Contractual Agreement with LN Curtis & Sons obligating them to perform safety checks on the SCBA units for 3 years
- Confirmation from Peter Lee at FEMA that Federal Financial Reports (SF-425) were not required to be submitted during 2020
- Copy of the signed intergovernmental agreement between the City of Clarkston and the Public Procurement Authority (The Lead Agency)

For the meeting, I would like to discuss the following areas:

- Preparation of Payment Requests
- Timing of Payment Requests
- Final Procurement Questions

Please let me know your availability and I will send a TEAMS meeting invite.

Thank you,

Andy Ruud
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