From:	Brillantes, Heide (SAO)
To:	Steve Austin; Jones, Travis (SAO)
Subject:	RE: Management Representation Letter Request
Date:	Friday, March 18, 2022 10:26:49 AM
Attachments:	image001.png

Hi Steve,

The report date for the management representation letter will be March 18, 2022. Thank you!

From: Steve Austin <saustin@clarkston-wa.com>
Sent: Friday, March 18, 2022 10:26 AM
To: Jones, Travis (SAO) <jonest@sao.wa.gov>
Cc: Brillantes, Heide (SAO) <brillantesh@sao.wa.gov>
Subject: RE: Management Representation Letter Request

External Email

This sounds good – Let me know when you have the date finalized and we will proceed accordingly.
Thanks,
Steve

From: Jones, Travis (SAO) <jonest@sao.wa.gov>
Sent: Thursday, March 17, 2022 5:05 PM
To: Steve Austin <saustin@clarkston-wa.com>
Cc: Brillantes, Heide (SAO) <brillantesh@sao.wa.gov>
Subject: Management Representation Letter Request

Dear Mr. Austin:

As part of our audit of the City of Clarkston, professional standards require us to obtain a signed Management Representation Letter.

The purpose of the letter is to confirm information already discussed with you and your staff during the audit and to confirm that you understand your responsibilities regarding the audit. We understand that representations made in the letter are not a guarantee but rather constitute a good faith statement to the best of your knowledge.

The representation letter is attached for you to complete and sign on your government's letterhead. Please read the representations carefully before printing; although we drafted the letter, the representations are yours. If you are unsure about the accuracy of a particular representation, we ask that you consult with your staff or take other steps to ensure you can make the representation without reservation. If you need clarification on any point or feel you cannot make a representation, please contact us to discuss.

The letter must be dated as of the date of our audit report, which we expect to be **March 18, 2022**. We will keep you informed of any changes to this date. Please confirm that you expect to be able to provide the signed letter on that date.

We ask that you share this request with members of the council to ensure that they also share this understanding and are aware of representations made.

Sincerely,

Travis Jones
Information Systems Auditor, Office of the Washington State Auditor

www.sao.wa.gov
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