From: Jones, Travis (SAO)
To: Steve Austin
Cc: Brillantes, Heide (SAO)
Subject: City of Clarkston Audit planning document request
Date: Friday, September 3, 2021 5:31:00 PM
Attachments: image001.png
Vendor Trend follow Up Inquiry.xlsx
SEFA Preperation process request.docx

Hi Steve,

Following up on our meeting we have the following document request:

- Step by Step process of how the city prepares its Schedule 16 (SEFA) (See Attached)
- Response/Explanation to the payroll trend increases (We will provide through secure file transfer, please provide response through secure file transfer)
- Response/Explanation to the Vendor Trend increases & Inquiry (See Attached)
- Grant Agreements for the Assistance to Firefighters Grant and Coronavirus Relief Funds
- Update of the highlighted areas in the entity description below (Also please feel free to edit any wording of the description below but please highlight your recommended changes):
    - "The City of Clarkston was incorporated in 1902 and currently serves approximately 7,200 citizens in Asotin County. The City provides an array of services including a sewer/sanitation system, parks and recreation services, general administration, street maintenance/improvement, fire prevention, ambulance services, public safety and animal control. An elected, seven-member Council with a separately elected Mayor governs the City. The Mayor oversees the City's daily operations as well as its approximately 75 full and part time employees. For the 2019, and 2020 fiscal years, the City operated on annual budgets of approximately $XX million and $XX million, respectively

Travis Jones
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