From: Michelle Courtney
To: Ruud, Andy (SAO)
Cc: Darren White; Jones, Travis (SAO); Steve Austin
Subject: RE: SAO: Single Audit - Meeting Request and Outstanding Items
Date: Tuesday, November 16, 2021 8:44:31 AM
Attachments: image001.png

External Email

Good Morning Andy,
Darren has a couple of meetings today already on his schedule, Wednesday @ 10 am would be better for us.
Thank you,

Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Ruud, Andy (SAO) [mailto:andy.ruud@sao.wa.gov]
Sent: Monday, November 15, 2021 3:27 PM
To: Michelle Courtney
Cc: Darren White; Jones, Travis (SAO); Steve Austin
Subject: SAO: Single Audit - Meeting Request and Outstanding Items

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