

TO: Tumwater Metropolitan Park District
FROM: Shelly Carter, Assistant Finance Director
DATE: November 19, 2024
SUBJECT: Audit Engagement Letter with the State Auditor's Office

1) Recommended Action:

Make a motion to approve the Board Chair and Assistant Finance Director to sign the Engagement Letter with the State Auditor's Office (SAO) for the audit of fiscal years 2022 and 2023, as has already been done for the purpose of starting the audit on time.

2) Background:

The Tumwater Metropolitan Park District (TMPD) receives regular audits from the SAO. The letter defines the scope of the audit, responsibilities, data security, and estimated costs related to the audit. The letter also specifies the timeline of the audit and related deliverables.

3) Policy Support:

Refine and sustain a great organization.

4) Alternatives:

- Do not authorize the Chair and Assistant Administrator to sign the letter. However, the audit is required by state and federal law and the engagement letter is necessary.
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5) Fiscal Notes:

There is no cost for this engagement letter. The costs for the audit are estimated in the letter and will be based on the amount of work they need to do.

6) Attachments:

A. Audit Engagement Letter