



Office of Fiscal Services
San Joaquin Delta Community College District

Interoffice Memorandum
May 20, 2013

To: Managers and Support Staff
From: Jeff Menge, Accounting Manager
Re: Interim Audit Site Visit

This memo is intended to serve as an update to managers and support staff on the scheduled interim audit site visit, related processes and expectations.

The District's external auditors are scheduled to be on-site June 3 – 7th, 2013. During this time the auditors will be doing some initial sampling of data, interviewing select District personnel and other audit functions. This visit serves as a basis for the actual audit which is tentatively scheduled for 10/21/2013 – 11/1/2013.

It is critical that as managers and support staff we make ourselves available to answer any questions or provide requested data as quickly and accurately as possible. Issues during the interim visit will be more thoroughly examined during the annual audit.

As you know from years past you may be called upon for your expertise so we would sincerely appreciate if you make yourself and support staff available during this time for any requests which may arise.

Thank you and have a great day,

Jeff Menge
Fiscal Services