

# Memo

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To: Great Lakes Water Authority Audit Committee

From: Gwen Zech, Manager (Baker Tilly)

c.c. Jodi Dobson, Partner (Baker Tilly), Sara Schnelle, Senior Associate (Baker Tilly)

Date: October 18, 2019

Subject: Great Lakes Water Authority Audit Status and Comprehensive Annual Financial Report (CAFR)

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We have prepared this memo to communicate to the audit committee our expectations regarding the timing of fieldwork, review, draft reports and issuance of the CAFR. The schedule below summarizes expected milestone dates to meet a deadline of issuance on December 20, 2019.

	Due Date
All audit workpapers uploaded to portal for audit	Friday, October 18, 2019
End of Fieldwork (Including first review)	Friday, October 25, 2019
Manager level financial statement review	Friday, November 1, 2019
Draft to Jodi Dobson	Monday, November 4, 2019
Draft to concurring partner for technical review	Monday, November 4, 2019
Comments returned from GLWA management to Baker Tilly*	Friday, November 8, 2019
Draft back from detail check by Baker Tilly	Tuesday, November 12, 2019
Presentation of draft to Audit Committee (Proposed)	Friday, November 22, 2019
Preparation of separate CAFRs'	Friday, December 13, 2019
Presentation of draft to full Board of Directors	Thursday, December 19, 2019
Issuance of the CAFRs'	Friday, December 20, 2019

\* - Comments should include everyone on team in addition to various third parties (i.e. attorneys, bond advisors, etc.). Ideally, all changes would be accumulated into one file and given to us.