

# 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), Dustin Kratcha, Senior Associate (Baker Tilly)

Date: Updated November 12, 2020

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 18, 2020.

**Due Date**  
**Friday, December 18, 2020**

**Completed items:**

All audit workpapers uploaded to portal for audit

**Friday, October 2, 2020**

End of Fieldwork (Including first review)

**Friday, October 16, 2020**

Manager level financial statement review

**Friday, October 23, 2020**

Draft to Jodi Dobson, Partner

**Monday, October 26, 2020**

Draft to concurring partner for technical review

**Monday, October 26, 2020**

Comments returned from GLWA management to Baker Tilly

**Friday, November 6, 2020**

Draft back from detail check by Baker Tilly

**Wednesday, November 11, 2020**

**Remaining items on track:**

Preparation of separate CAFRs'

**Tuesday, December 1, 2020**

Presentation of draft to Audit Committee (Proposed Date)

**Friday, December 4, 2020**

Presentation of draft to full Board of Directors

**Thursday, December 17, 2020**

Issuance of the CAFRs'

**Friday, December 18, 2020**