

MEMORANDUM



Date: November 19, 2010

From: Annette Meudt, Director of Finance

To: Mr. Jim Finley
Mr. Randy Jacquet
Ms. Shari Schaff

Mr. Tom Schraeder
Mr. Scott Stocker

RE: Audit Ad Hoc Committee Meeting Notice
November 29, 2010 from 3:30 pm – 4:30 pm
Teleconference or at SWWDB Administrative Office
1370 North Water Street, Platteville

The Audit Ad Hoc Committee will meet on Monday, November 29, 2010 from 3:30 pm – 4:30 pm by teleconference. The teleconference phone number is 1-877-336-1828. When prompted, enter the access code – 7544934#. Committee members may also come to the SWWDB Administrative Office in Platteville to participate in the meeting.

The agenda for the meeting is included for your review, but the enclosures will be sent upon receipt from Wegner LLP. All meeting materials will also be available on the www.swwdb.org website. All committee members are urged to join the meeting by teleconference or in person as a quorum is required for action. Other board members and the public are welcome to attend.

If you are unable to join the meeting, please contact Katie Gerhards at 608-342-4220 or k.gerhards@swwdb.org at least two days prior to the meeting date.

Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards at 608-342-4220 or k.gerhards@swwdb.org at least two days prior to the meeting.

Audit Ad Hoc Committee

Monday, November 29, 2010

Teleconference Information
Phone number – 1-877-336-1828
Access code – 7544934#.

SWWDB Administrative Office
1370 North Water Street
Platteville, WI 53818
3:30 pm – 4:30 pm

Agenda

1. Review the 2009-10 DRAFT Audit Report

The 2009-10 DRAFT Audit Report (**Enclosure 1**) has been prepared by Wegner LLP. Prior to presentation to the Board on December 8, 2010, Wegner associates will review the report with committee members and respond to any questions or clarification requests.

2. Discuss 2009-10 Management Letter and Proposed SWWDB Administration Response

As part of the audit engagement, Wegner LLP has also prepared a management letter (**Enclosure 2**). It has been the practice of administration to respond to the management letter explaining how it will address the issues cited in the management letter. Annette Meudt will review administration's proposed response (**Enclosure 3**) and respond to questions from committee members in preparation for presentation of the management letter response to the full Board.

3. Other Business

4. Adjournment