

# MEMORANDUM



**Date:** October 15, 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**  
October 25, 2010 from 9 am – 10:30 am  
SWWDB Administrative Office  
1370 North Water Street, Platteville

The Audit Ad Hoc Committee will meet on Monday, October 25, 2010 from 9 am – 10:30 am at the SWWDB Administrative Office in Platteville. This meeting will be teleconferenced. Access information for joining will be included in the e-mail containing this Memorandum. All other interested parties are asked to call the Platteville Office.

The agenda for the meeting is included for your review and is also available on the [www.swwdb.org](http://www.swwdb.org) website. All Audit Ad Hoc Committee members are urged to join the meeting by teleconference or in person as a quorum is required for action. If you are unable to join the meeting, please contact Katie Gerhards at 608-342-4220 or [k.gerhards@swwdb.org](mailto:k.gerhards@swwdb.org).

Other board members and the public are welcome to attend.

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](mailto:k.gerhards@swwdb.org) at least two days prior to the meeting.

## **Audit Ad Hoc Committee**

**Monday, October 25, 2010**

SWWDB Administrative Office  
1370 North Water Street  
Platteville, WI 53818  
9 am – 10:30 am

The SWWDB Audit Ad Hoc Committee will convene in open session and, at the conclusion of routine business, may adjourn to closed session pursuant to Wis. Stats.19.85 (1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. The committee will reconvene in open session at the conclusion of the closed session at approximately 10:30 am. Any action which might result from the closed session will be taken upon reconvening in open session, scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

### **Agenda**

**1. Discuss 2010-11 Audit Procedures with Wegner, LLP Audit Associates**

As a recipient of federal funding, SWWDB is required to have an annual independent audit. Wegner LLP representatives will be on-site from October 25 – October 29 to conduct the audit fieldwork. Wegner LLP will entertain questions from Audit Ad Hoc Committee members.

**2. Closed Session**

The Committee may adjourn to Closed Session to hold confidential discussions with Wegner LLP representatives regarding issues or concerns they would want examined during the Audit.