From: Morrison, Julia

To: Ghisetti, Jordan; Connor, Rianne; Schmitcke, Tiffany; Seher, Kristy; Burres, Stephanie; Merten, Cheryl; Petrusha,

Cynthia; Helzer, Johanna; Coelho, Marty; Wahlund, Tina; Chown, Paul; Roberts, Taryn; McKenzie, Steven;

Carbone, Kelly, Keyser, Katy, Miller, Amy, Mayer, Kerry

Cc:Barber, Ericka; Stolt, SaraSubject:2020-21 Audit Requests

Date: Thursday, June 17, 2021 1:48:46 PM

Attachments: <u>image001.png</u>

Good afternoon,

I wanted to make sure you were aware that you may receive, or may have already received, emails from Suralink regarding 2020-21 audit request assignments. Thanks to those of you who have already fulfilled some of your assignments.

If you're new to the system, please be sure to accept the invitation from Suralink so you have access to review your assignments and upload the requested items. This is what the logo looks like so you will recognize it:



To access Suralink, you can either clink on the link provided in the notification emails, or use this link: https://cwdlcpa.suralink.com

There are both Interim and Final audit items. Our internal deadline for the Interim requests is July 15, 2021. We don't yet have a deadline for the Final audit items, but it will be sometime in the fall.

Please let me know if you have any questions.

Thanks,

Julia Morrison Vice President, Administrative Services/CBO College of the Redwoods (707) 476-4122