



## Travis County Commissioners Court Agenda Request

**Meeting Date:** March 4, 2014

**Prepared By/Phone Number:** Cameron Van Noy – 854-9240

**Elected/Appointed Official/Dept. Head:** Nicki Riley, County Auditor

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

**AGENDA LANGUAGE:** Consider and take appropriate action on Management Representation Letter to be provided to Atchley & Associates, LLP regarding the fiscal year 2013 County-wide annual financial audit.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** A Management Representation Letter is required by accounting standards for each year's external financial statement audit. Once Commissioners Court approves of the language, hard copies will be provided.

**STAFF RECOMMENDATIONS:** N/A

**ISSUES AND OPPORTUNITIES:** N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:** N/A

**REQUIRED AUTHORIZATIONS:** N/A

TRAVIS COUNTY  
AUDITOR'S OFFICE

NICKI RILEY, CPA  
COUNTY AUDITOR



TRAVIS COUNTY  
ADMINISTRATION BUILDING  
P.O. BOX 1748  
AUSTIN, TX. 78767  
(512) 854-9125  
FAX: (512) 854-9164

---

To: Samuel T. Biscoe, County Judge

From: Kathryn Madden, Financial Reporting Manager

Date: February 25, 2014

Re: Agenda Item - Management Representation Letter to Atchley & Associates, LLP

We are requesting an agenda item for the County's Management Representation Letter to be provided to Atchley & Associates, LLP regarding the fiscal year 2013 County-wide annual financial audit. We have previously distributed a draft of this letter to each member of the Commissioners' Court and asked for their comments by Friday, February 28, 2014.

Therefore, at this time, we have not attached a copy of the letter, since it is still a draft. On Monday, March 3, 2014, after we have received final comments, we will forward to your office the three original copies for signatures of each member of the Commissioners' Court. When the letters are signed, please have your office notify Jackie Casias at ext. 49133, and she will pick up the copies that need to be sent to Atchley & Associates, LLP.

If you have any questions, please do not hesitate to contact me at ext. 44704.