



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Finance Office Department

300 Sixth Street

Telephone: (605) 394-4143

FAX: (605) 394-2232

Web: www.rcgov.org

February 8, 2011

Mr. Deene Dayton
SD Dept of Legislative Audit
C/O 500 E. Capitol
Pierre, SD 57501-5070

Dear Deene:

I am respectfully requesting a 30-day extension for the 2010 City of Rapid City Annual Report. The Finance Officer (Pauline Sumption) would like the opportunity to continue training Tracy Davis in preparing the annual report, as there were comments in the 2007, 2008 and 2009 audit referencing the need to have someone review the annual report prior to the auditors arriving. Our response to that specific comment is to train our Chief Accountant to complete the annual report and that Mrs. Sumption would review the end product. Due to staff turnover at the end of 2008 and 2009, Mrs. Sumption was unable to train Ms. Davis as part of the 2009 Annual Report process. In addition, Mrs. Sumption was on extended leave at the end of 2010 and early 2011. During this same time period I was hired and I will need training in the preparation of the Annual Report.

The council was advised at the February 2nd Legal & Finance Committee meeting and the February 7th council meeting that this extension was requested.

I appreciate your consideration of this request and anxiously await your reply.

Sincerely,

Mary Floto
Assistant Finance Officer



EQUAL OPPORTUNITY EMPLOYER