



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Finance Office Department

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January 24, 2013

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 2012 City of Rapid City Annual Report. The last Assistant Finance Officer left our employment at the end of October 2012 and we still have not been able to fill this position. It is one of the main functions in this job description to complete the annual report and because the position has not been filled, the duties will fall as a joint effort between the City's Chief Accountant and me.

The council was advised at the January 30th Legal & Finance Committee meeting and the February 4th council meeting that this extension was requested.

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

Sincerely,

Pauline Sumption
Finance Officer



EQUAL OPPORTUNITY EMPLOYER