



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Finance Office Department

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February 2, 2010

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 2009 City of Rapid City Annual Report. I would like the opportunity to train Tracy Davis in preparing the annual report, as there were comments in the 2007 and 2008 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 I would review the end product. Due to staff turnover at the end of 2008 and beginning of 2009, I was unable to train Ms. Davis as part of the 2008 Annual Report process. I do anticipate the training to take at least two years to fully implement.

I have advised the council at the January 27th Legal & Finance Committee meeting and the February 1st council meeting that I am requesting this extension.

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

Sincerely,

Pauline Sumption
Assistant Finance Officer



EQUAL OPPORTUNITY EMPLOYER