



Office of the Town Clerk/Treasurer
Amanda L. Hawkins

December 16, 2022

Auditor of Public Accounts
101 North 14th Street, 8th Floor
Richmond, VA 23218
Email: localgovernment@apa.virginia.gov

Dear Auditor of Public Accounts:

This letter is to inform the Auditor of Public Accounts that the Town of Big Stone Gap has not completed, nor timely submitted, the required Comparative Report transmittal data by the December 15th deadline. In addition, the audited financial statements have not been finalized by management in coordination with our auditors and will not be presented to the Local Government Body by December 31st. The Town of Big Stone Gap was short staffed after losing key financial staff during the fiscal year which caused delays in getting the files ready for the auditors. This delay created scheduling delays and issues for the pre-audit firm which has delayed the draft ACFR and workpapers being delivered to our audit firm.

The estimated completion date of the ACFR at this time is January 31, 2023, but could change again prior to final completion and submission of the transmittals and presentation to the Local Government Body.

If there are any questions or if further information is required, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Amanda L. Hawkins".

Amanda L. Hawkins
Town Clerk/Treasurer
(276) 523-0115 ext 101
Email: townclerktreasurer@bigstonegap.org

