



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

September 10, 2024

Ms. Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission
401 East Water Street
Charlottesville, VA 22902

Dear Ms. Jacobs:

The following is the proposed audit timeline for the FY 24 Audit:

Week of September 30th through October 4th – Conduct onsite audit fieldwork

October 21st – Issue first draft of audit report

October 31st – Issue updated draft of audit report that includes MD&A and any changes from management

November 7th – Present draft of audit report to Finance Committee and Commission

November 30th – Issue final audit report

November 30th – Upload and complete Federal Clearinghouse Submission

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