



ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

May 1, 2025

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 25 Audit:

Week in September or First Week in October – Conduct onsite audit fieldwork

October 20th – Issue first draft of audit report

October 30th – Issue updated draft of audit report that includes MD&A and any changes from management

November 6th – 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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