



DISTRICT OF COLUMBIA | OFFICE OF THE INSPECTOR GENERAL

VIA EMAIL

October 18, 2023

Delano Hunter
Acting Director
Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Richard Reyes-Gavilan
Executive Director
District of Columbia Public Library
901 G Street, NW, Suite 301
Washington, DC 20001

Subject: **Audit of the West End Library and Fire Station Maintenance Fund |**
OIG No. 24-1-02MA

Dear Acting Director Hunter and Executive Director Reyes-Gavilan:

The Office of the Inspector General (OIG) plans to conduct an annual Audit of the West End Library and Fire Station Maintenance Fund (Fund), as required by D.C. Code § 1-325.181(e). The objectives of this audit are to: (1) determine whether the assets, liabilities, fund balance, revenue, and expenditures of the Fund were recorded and reported accurately; and (2) identify any Fund expenditures that were not permitted under the law. We will conduct this audit in accordance with [Generally Accepted Government Auditing Standards](#).

This audit is included in the OIG's *Fiscal Year 2024 Audit and Inspection Plan* and will be conducted under project number 24-1-02MA. Please reference this project number in all correspondence involving this audit. Our preliminary audit fieldwork will begin on or about October 30, 2023.

Richard Sahadeo, Audit Director, will call to arrange an entrance conference to discuss the audit process and objectives, and to answer questions. During the interim, if you have questions, please contact me or Eileen Shanklin-Andrus, Acting Assistant Inspector General for Audits, at (202) 727-5052.

Sincerely,

A handwritten signature in blue ink, appearing to read "DWL", is written over a light blue circular background.

Daniel W. Lucas
Inspector General

DWL/bdh

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Office of the City Administrator (via email)

The Honorable Phil Mendelson, Chairman
Council of the District of Columbia (via email)

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Office of the Chief Financial Officer (via email)

Ms. Kathy Patterson, District of Columbia Auditor
Office of the District of Columbia Auditor (via email)