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# CITY OF DANBURY

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**DENA DIORIO**
**DIRECTOR OF FINANCE**

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## MEMORANDUM

TO: Mayor Mark D. Boughton via the Common Council

FROM: Dena R. Diorio, Director of Finance & Personnel Dena

DATE: June 20, 2005

SUBJECT: Request for Audit Committee

The City will soon begin the audit process for the fiscal year ending June 30, 2005. As part of the audit process, the City's external auditors recommend that a meeting of an audit committee be convened prior to commencing the audit. The meeting will allow the auditors to layout the audit plan and to solicit suggestions from committee members on areas that they would like to see explored.

Therefore, I respectfully request that you appoint an audit ad-hoc committee to begin this year's audit process.

Please feel free to contact me should you require any additional information. Thank you.