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**From:** Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]  
**Sent:** 4/9/2018 1:43:53 PM  
**To:** Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]  
**Subject:** card expenses and meeting

Good morning Larry,

Hope you had a good weekend.

I have a couple items for a request when you can.

First, I wanted to share with you that our inventory testing went great. All items we tested for were as listed in your log. Our hosts that helped us with the Armory, the vehicles, and the admin items, were very helpful to us. It would be great if you can extend our gratitude to them for taking the time out of their day for us.

Our current request:

- 1- We will be including credit card expenses into our administrative expense testing. I believe you mentioned there is only one card account.  
Could you provide me a scan or copy, (whichever is easier for you) of 5 credit card monthly statements for the dates:  
09/2015, 11/2015, 04/2016, 02/2017, 07/2017
- 2- You mentioned before that you routinely have various meetings with the Sheriff and other heads of staff. Do you have a "set" monthly type meeting where minutes of each meeting or other documented notes are officially kept on record for that meeting?
- 3- After my office meeting last week, my manager Jim would like to schedule a short meeting with you to provide an update on our progress and our objectives since we are starting to wind down the audit. Would you be available around 11am on the 28<sup>th</sup> or the 19<sup>th</sup> for a 30 minute update? If so, then I will schedule that with Jim.

Thanks again, I'll be in the rest of the week for when you have the card statements ready.

Lou

*Louis E. Bertolino*

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