

Message

From: Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]
Sent: 4/9/2018 3:56:19 PM
To: Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]
Subject: RE: card expenses and meeting

Hi Larry.

Great.

If we can schedule the 18th at 11 am that would be perfect.

Tomorrow I should be in and ill grab those copies of the card statements from you. Ill also explain exactly what ill need for the meetings tomorrow, you might have a better solution than to what I am thinking.

Thanks

lou

Louis E. Bertolino

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Louis.Bertolino@massmail.state.ma.us

From: Lawrence Oliveira <LAWRENCEOLIVEIRA@bcso-ma.org>
Sent: Monday, April 9, 2018 11:31 AM
To: Bertolino, Louis E (SAO) <Louis.Bertolino@MassMail.State.MA.US>
Subject: RE: card expenses and meeting

Good Morning Lou,

I have pulled copies of the credit card statements you have requested. Let me know when you are here and we will get them to you.

I have copies of our meetings "Sheriff's Internal Control Meeting", let me know what you are requesting specifically.

I am here the 18th and 19th next week to meet on audit progress.

Thanks,

Larry

Lawrence W. Oliveira
Chief Financial Officer
Bristol County Sheriff's Office
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North Dartmouth, MA 02747
(508) 995-1311 Ext. 2330
lawrenceoliveira@bcso-ma.org

From: Bertolino, Louis E (SAO) [<mailto:louis.e.bertolino@state.ma.us>]
Sent: Monday, April 09, 2018 9:44 AM

To: Lawrence Oliveira

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 28th or the 19th 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

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