



OFFICE OF THE RAMSEY COUNTY ATTORNEY

SUSAN GAERTNER
County Attorney

February 13, 1997

Board of Ramsey County Commissioners
Room 220 Ramsey County Courthouse
St. Paul, MN 55102

Dear Commissioners:

In response to the State Auditor's request on applying agreed upon procedures for Ramsey County - January 1, 1995 to October 31, 1996, below please find my comments relating to the report's statement about telephone usage in the County Attorney's Office:

During my interview with the auditor's representative, I stated that I reimbursed the county each month for personal long distance calls that were presented to me for payment. When the county attorney's staff began gathering information for the auditor's testing purposes, they discovered that, except for April 1995, no bills for personal long distance calls made by me had ever been presented to me for payment and had, therefore, not been reimbursed by me to the county. When I was informed about and presented with bills for my personal long distance charges in December 1996 for the period January 1995 through December 1996, I reimbursed the county \$48.16 which was the total sum for the charges. I am confident that any problems with using the current reimbursement procedure for charges related to my personal long distance calls on my office phone lines have been corrected, and the county will be reimbursed timely in the future in compliance with the county's stated policy on the matter.

Please include the above comments in any final report that the State Auditor issues on this matter. Thank you for your cooperation.

Sincerely,

SUSAN GAERTNER
Ramsey County Attorney

SG/bk