



DEPARTMENT OF FINANCE
City of Roanoke
215 Church Avenue, SW
(540) 853-5218
www.roanokeva.gov

December 6, 2021

Staci A. Henshaw, CPA
Auditor of Public Accounts
101 North 14th Street, 8th Floor
PO Box 1295
Richmond, VA 23218

Dear Ms. Henshaw:

The City of Roanoke's Fiscal Year 2021 Comparative Cost Report (CCR) submission will be delayed beyond the December 15th deadline. Our external audit is still pending due to the delay in the completion of fieldwork for one of our discretely presented component units.

We will provide all required documentation as soon as our external audit review is complete, which is anticipated to be finalized no later than January 31, 2022.

Please contact us if any additional information is required.

Sincerely,

Amelia C. Merchant
Director, Department of Finance
City of Roanoke
215 Church Avenue, SW
Roanoke, VA 24011
amelia.merchant@roanokeva.gov
(540) 853-6805

ACM/acb