



**NETWORKS**

Infrastructure for the New Century

July 25, 2016

County of San Luis Obispo  
1055 Monterey Street Rm. D290  
San Luis Obispo, CA 93408

Dear Mr. James Erb,

In response to the finding that Henkels & McCoy, Inc. did not have all timecards signed by an employee and supervisor. The past year was difficult for the entire staff of Henkels & McCoy. The staff had multiple Account Representatives during the billing for this contract. As of April of this year we were able to find a person dedicated to the work and more importantly the importance of paying attention to detail. The Account Representative has put together a check list of all the necessary documentation that is necessary for timecards, expense sheets, payables and making sure all cost billed is necessary and allowable.

We have also put a double check system in place where we have a second person review all documentation. In the future with the checks and balances that are now in place we will/should not have any documents submitted without signatures and proper approval.

We hope that you find this response acceptable, and we would like to thank you for allowing us to work with you and the young people of San Luis Obispo.

Sincerely,

Susan Gretchen  
Fiscal Manager