



OFFICE OF THE
STATE AUDITOR

August 20, 2024

Honorable Deidre Henderson, Lt. Governor
Utah State Capitol
Suite 200
Salt Lake City, UT 84114

Purpose of Letter

As provided in Utah Code 67-3-1(4), the Office of the State Auditor (OSA) will conduct a limited review of the Lt. Governor's Election Office.

This letter communicates the nature and scope of the procedures to be performed by the OSA.

Procedures

We will perform a limited review of certain policies and procedures for Utah's election process by the Utah Election Office as well as by associated support entities.

1. We will review controls over and disclosure of voter registration information during the current election cycle.
2. We will review aspects of the candidate signature-gathering process during the current election cycle, including reviewing the associated validation process.
3. We will review a sample of certain records for individuals who signed candidate signature packets validated during the current election cycle.
4. We will review controls over and disclosure of information provided by individuals who signed candidate signature packets during the current election cycle.

*Limitations and
Management Letter*

Because the above procedures do not constitute an audit conducted in accordance with generally accepted auditing standards for expressing a financial opinion and because the procedures are also more limited than would be necessary to express an opinion on the Lt. Governor's Election Office's internal control, we will not express an opinion on any of the items referred to above. However, in connection with applying our procedures, we may provide you with any

recommendations we may have to help improve or strengthen internal control or operations.

Scope Changes

If you are aware of any information that might affect the scope of our testing, we ask that you bring it to our attention as soon as possible. In addition, please be aware that the planned scope of our review may possibly be expanded or reduced in certain areas as we become more aware of existing circumstances. However, we will keep management informed of any significant changes from our planned scope. If you become aware of other areas which you would like us to consider in our review, please let us know.

Engagement Timing and Staffing

We anticipate performing our work between August 20, 2024 and September 15, 2024. We will perform a portion of our work on-site at the offices of the Lt. Governor's Election Office and the Davis County Clerk. You may expect between one and three auditors to be present on-site during the course of our fieldwork.

Client Assistance

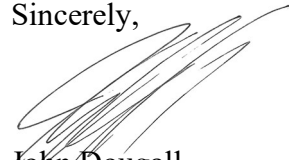
We request that your election personnel assist our staff by locating any documents, records, and information necessary to complete our procedures.

Report

After the end of our fieldwork, any findings and recommendations will be issued in a report to you. You and your staff will be given the opportunity to review a draft of the report and write a response to any findings and recommendations to be included in the final report.

We appreciate the opportunity to work with you. If you have any questions, please contact me at 801-538-1025.

Sincerely,



John Dougall
State Auditor
jdougall@utah.gov

cc: Joe Pyrah, Chief of Staff, Office of the Lt. Governor
Ryan Cowley, Director, Utah Election Office
Brian McKenzie, Davis County Clerk