



Incorporated 1901

February 14, 2025

Rachel N. Reamy  
Local Government Manager  
Virginia Auditor of Public Accounts  
P.O. Box 1197  
Richmond, VA 23218

Dear Ms. Reamy,

I am writing on behalf of the Town of South Hill in response to your request regarding the FY2024 audit completion and the submission deadline for the required reporting to the Auditor of Public Accounts (APA).

Unfortunately, we do not expect to meet either the February or the March 2025 deadlines for submitting the required reporting. Mold and asbestos were discovered in Town Hall in mid-October 2024 following air quality testing. This discovery led to the immediate relocation of Town Hall operations, and all staff had to leave the building. Consequently, all contents, including files necessary for completing the FY2024 audit, were packed, removed and are being professionally cleaned. Mold remediation and restoration is underway in Town Hall.

Due to this disruption, we had to cancel the fieldwork originally scheduled for late October 2024. We faced logistical challenges, including coordinating the delivery of essential files to our temporary location, before we could reschedule audit fieldwork. The rescheduled fieldwork is now set for March 19-21, 2025.

Given these delays, we do not anticipate meeting the original February 14 or the extended March 17 deadlines. We are committed to completing the audit as soon as possible after fieldwork is concluded, and we will continue to work diligently to submit the final audited financial report and transmittal data as soon as we are able.

Thank you for your understanding and patience in this matter. We will keep you updated on our progress, and should you need any additional information or have further questions, please feel free to contact us.

Sincerely,

A handwritten signature in dark ink that reads "Keli Reekes". The signature is written in a cursive, flowing style.

**Keli Reekes**  
Town Manager