




Memorandum

To: Gerald Sokol, Jr.
Executive Vice President/Chief Financial Officer

From: Stephen Lord 
Assistant Inspector General, Audits

Date: March 10, 2016

Subject: Engagement Memo— Audit of Controls Over Utility Accounts for Sold or Transferred Real Estate Assets (Project Code 012-2016)

We are initiating an audit of Amtrak's processes for managing its utility accounts. Our objective is to evaluate the company's management controls over utility payments when real estate assets are sold or transferred. We may expand our scope or modify our objective during the course of the audit.

During the audit, we plan to interview company officials and third-party utility representatives, if applicable. We also plan to analyze documents and data related to the processing of utility payments and real estate transactions. Our request for documents will be made as our work progresses. We also will work to minimize the impact of the audit by coordinating interviews and observations with staff in advance.

Our work will be performed in accordance with generally accepted government auditing standards. Our interactions with the company will be consistent with P/I 2.1.3, which sets forth the relationship between our office and the company. In particular, section 7.0 of the policy discusses coordination between company officials and our Office of Audits. To view this policy, see <http://wiki.corp.nrpc/display/APIM20/2.0+Inspector+General>.

We request that your office arrange an entrance conference for us with the appropriate company officials at the earliest possible date. We will keep you advised of the status of our work and any material changes in our audit objective, should they occur.

Cheryl Chambers will be the audit manager responsible for this engagement and reports to Anne Keenaghan, Senior Director – Audits. If you have any questions, please contact me at 202-906-4600 (stephen.lord@amtrakoig.gov) or Anne Keenaghan at 202-906-4373 (anne.keenaghan@amtrakoig.gov).

cc: Stephen Gardner, Executive Vice President/Chief NEC Business Development
DJ Stadtler, Jr., Executive Vice President/Chief Operations Officer
William Herrmann, Vice President and Managing Deputy General Counsel
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