

MEMORANDUM

DATE: November 23, 2004  
TO: The Board of Supervisors  
FROM: John E. McDonald, Manager of Financial and Management Services  
SUBJECT: Annual Financial Report - KPMG LLP

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Included in the Reading File are the FY 04 Financial Statements for James City County and James City Service Authority. Elizabeth P. Foster, Partner at KPMG LLP, will present an overview to the Board.

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John E. McDonald

JEM/tlc  
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