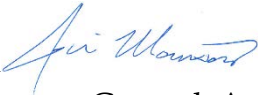




Memorandum

To: Tracie Winbigler
Executive Vice President and Chief Financial Officer

From: Jim Morrison 
Assistant Inspector General, Audits

Date: February 22, 2022

Subject: Engagement Memo—Capital Planning Process (Project Code 008-2022)

We are initiating an audit of the company's capital planning process. The recent passage of the Infrastructure Investment and Jobs Act and pending influx of federal funds for capital projects highlights the importance of having a well-developed capital planning process. Our objective will be to assess the extent to which the company's capital planning process supports its strategic financial and operational goals. During the audit, we plan to interview company officials involved in the development and implementation of the annual and other capital planning processes, as well as review documents and data related to these activities. We will work to minimize disruptions to the company by coordinating meetings with staff in advance.

We will perform our work in accordance with generally accepted government auditing standards. Our interactions with the company will be consistent with P/I 2.1.4, 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.

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 objective, should they occur.

Todd Kowalski will be the audit manager for this engagement and reports to Leila Kahn, Senior Director, Audits. If you have any questions, please contact me at (703) 975-5237 or james.morrison@amtrakoig.gov; or Leila Kahn at (202) 577-8897 or leila.kahn@amtrakoig.gov.

cc: Stephen Gardner, President and Chief Executive Officer
Eleanor D. Acheson, Executive Vice President, General Counsel & Corporate Secretary
Roger Harris, Executive Vice President, Chief Marketing and Revenue Officer
Laura Mason, Executive Vice President, Capital Delivery
Scot Naparstek, Executive Vice President, Service Delivery & Operations
Dennis Newman, Executive Vice President, Strategy, Planning & Accessibility
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