

MEMORANDUM

DATE: June 19, 2014

TO: Dave Bullock, Town Manager
FROM: Susan Smith, Finance Director
SUBJECT: Appointment of Town Auditor

The Finance Committee has completed a thorough process in making its recommendation to the Town Commission for the selection of a new Town Auditor. All meetings of the Finance Committee and Auditor Review Subcommittee outlined below were publicly noticed. The following were the major steps undertaken to come to a consensus recommendation:

1. The Finance Committee served as an Auditor Review Subcommittee to review the RFPs. The Committee was composed of: Lynn Larson, Irwin Pastor, Armando Linde, and Phill Younger.
2. The Finance Department created a Request for Proposal (RFP) which was put on DemandStar to publicize the Town's desire to hire a new auditor.
3. The Committee reviewed the five proposals received, then met and narrowed the potential candidates down to three.
4. The Finance Director checked references for each of the remaining candidates. All of the references received for the firms were positive.
5. The Committee invited all three candidates to make presentations to the Committee. The presentations occurred on June 18, 2014 in the Commission Chambers at Town Hall.
6. The Committee ranked preferences and reached consensus on a recommendation for Commission consideration. The Committee's recommendation in order of preference is 1) Mauldin and Jenkins 2) Carr, Riggs, and Ingram; 3) Purvis & Gray.
7. Copies of the RFP submittals received from firms that proposed are with the Finance Department for review if desired.

The Committee's recommendation to the Town Commission is the firm Mauldin and Jenkins to be the Town's Auditor for the next three consecutive fiscal year audits beginning with the September 30, 2014 financial statements.

The fees for fiscal year audit ending Sept 30 2014 will be \$39,900 plus \$4,000 for each major program found under Single Audit Act.

In accordance with Charter – Article V, Section 12 *Audit of accounts*, and Florida Statutes 218.291, the Committee is forwarding their recommendation to the Town Commission for approval.

If you have any questions, please feel free to contact me.



End of Agenda Item