

Memorandum

TO: Town Commission
FROM: Howard Tipton, Town Manager
DATE: May 1, 2024
MEETING DATE: May 6, 2024
SUBJECT: Appointment of Town Auditor

Staff Recommendation

Accept the recommendation of the Finance Committee to approve Mauldin & Jenkins, LLC, as the Town's auditor through FY2026.

Background

Pursuant to Town Charter Article V, Section 12, Audit of Accounts, the Town Commission at the end of each fiscal year, shall cause the books of accounts of the Town to be audited by an independent certified public accountant selected by the Town Commission. The Finance Committee, established through Resolution 2011-20, as an ad hoc subcommittee of the Town Commission, is charged with the auditor selection process and making a recommendation for the selection to the Town Commission.

The Town issued a formal bid for Audit services in 2014 and 2018:

- In 2014 we received four bids and Mauldin & Jenkins, LLC, was the selected auditor covering audits for Fiscal Years 2014 through 2016. Their contract was subsequently extended one year to 2017 based on options in the contract.
- In 2018 we issued another formal bid only two bids were received. Mauldin & Jenkins, LLC, was the selected auditor covering audits for Fiscal Years 2018 through 2020. Their contract was subsequently extended three years through 2023 based on options in the contract. There are no other extensions available under the current contract.

At the January 26, 2024, Finance Committee Meeting, Kari Kennedy, Procurement Manager, presented an option to renew the service contract with our independent auditors, Mauldin & Jenkins, LLC, under State Contract 84111600-20-1 through the State of Florida Department of Management Services procurement system, "MyFloridaMarketPlace" (MFMP). This service allows the Town the option of piggybacking off of existing contracts for independent audit services that have already been procured in accordance with guidelines as established for financial audits in Florida law, FS 218.391.

After some discussion, the Committee directed staff to request a proposal from Mauldin & Jenkins, LLC, for two years with an option to renew one year under the terms of the State contract. The proposal received is summarized as follows:

Initial Renewal

Fiscal Year 2024 Audit \$57,240 discounted to \$53,200

Fiscal Year 2025 Audit \$57,850 discounted to \$53,700

Option to Renew

Fiscal Year 2026 Audit \$57,850 discounted to \$54,900

If a Single Audit is required, the cost per program is as follows:

Fiscal Year 2024 \$5,395

Fiscal Year 2025 \$5,450

Fiscal Year 2026 \$5,450

This quote is an initial increase of \$7,195 for the FY25 Budget (if a Single Audit is required), with subsequent increases of \$555 and \$1,200 in the following years. These rates are very reasonable given the additional discounted rate provided off of the State rates.

The Finance Committee unanimously accepted the proposal from Mauldin & Jenkins, LLC at the April 26, 2024 Finance Committee Meeting and is forwarding their recommendation to the Commission at their May Regular Meeting.

The acceptance of the proposal from Mauldin & Jenkins, LLC as the Town's auditors, would continue the audit services through the FY2025 audit with an option to renew one year through FY2026. The contract provides for a two (2)-year period providing the Town with the right to renew the agreement for one additional one (1) year period under the same terms and conditions of the original agreement.

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Attachments

Bid History Results and Current Quote (Available in Town Clerk's Office)

End of Agenda Item