

Memorandum

TO: Town Commission
FROM: Tom Harmer, Town Manager
DATE: June 25, 2019
SUBJECT: Appointment of Town Auditor

Recommended Action

Appoint the firm Mauldin & Jenkins as Town Auditor through FY2020 with an option for a one-time renewal for three years.

Background

Pursuant to Article V, Section 12, Audit of Accounts, of the Town Charter, the Commission shall conduct an annual audit of the Town by an independent certified public accountant, selected by the Town Commission. The Town's Finance Committee, which serves as an ad hoc subcommittee of the Commission, completed its thorough process of auditor selection to report and make a recommendation to the Commission. The Finance Committee consists of three appointed Town Commissioners, who have the discretion to appoint two resident electors to assist the Committee with their duties.

The Town issued RFP 18-069 Financial Auditing Services and received proposals on June 27, 2018. Two proposals were received: Carr, Riggs & Ingram (CRI) and Mauldin & Jenkins. The Finance Committee met on August 8, 2018 to evaluate and score the RFP proposals based on pre-established criteria, and Mauldin & Jenkins was unanimously selected as the winning proposer.

While the terms of the agreement were being finalized, a Notice of Award and an engagement letter was issued to initiate the 2018 fiscal audit on a timely basis. The auditors completed the 2018 audit and reported back to the Finance Committee at its May 24, 2019 meeting.

Mauldin & Jenkins has been the Town's auditors since 2014. The acceptance of Mauldin & Jenkins as the Town's auditors, continues the audit services through the FY2020 audit. The contract provides for a three (3)-year period providing the Town with the right to renew the agreement for one (1) additional three (3)-year period under the same terms and conditions of the original agreement.

Mauldin & Jenkins proposed fees for 2018, 2019 and 2020 are \$43,100, \$43,500, and \$43,900 respectively. An additional \$4,000 will be charged for each major program requiring a State or Federal Single Audit.

Staff Recommendation

Accept the recommendation of the Finance Committee to approve Mauldin & Jenkins as the Town's auditor through FY2020 with an option for a one-time renewal for three years.

End of Agenda Item