



Colonial Heights City Council Meeting Agenda Item Executive Summary

City Council Meeting

MEETING TYPE: City Council Special Meeting

MEETING DATE: May 18, 2021

ITEM: Executing Engagement Letter for External Auditors.

DEPARTMENT: Finance

PROPOSED ACTION: To authorize the execution of an engagement letter with Brown, Edwards & Company, LLP to perform an independent audit of the City's finances for FY21, and authorize services through FY25.

BACKGROUND:

In March 2021, staff issued a Request for Proposal for Independent Audit Services. Six CPA firms with local government auditing experience responded to the City's RFP. The evaluation committee, which included members of Council's audit committee, City staff and schools staff, evaluated the proposals and selected two firms for the interview process. Both firms were interviewed, and based on those interviews, the Evaluation committee recommends an award to Brown, Edwards & Company, LLP.

BUDGET/FINANCIAL IMPACT:

Funding for this item was: included not included in the current-year budget N/A

RECOMMENDATION: The Director of Finance recommends approval.

ATTACHMENTS:

FY21 AUDIT ENGAGEMENT LETTER

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.