

TAB 3



City of Palmetto Agenda Item

Meeting Date

04/16/12

Presenter: Jim Freeman

Department: City Clerk

Title: Renewal of Audit Contract

Background:

The City issued a RFP for Audit Services in 2009 which was awarded to CPA Associates for a three contract with a possibility of three one-year extensions. CPA Associates has merged with Mauldin and Jenkins, LLC and performed the City's 2011 audit as Mauldin and Jenkins. The 2011 audit was the third and final year of the current contract.

The audit firm has submitted a proposal for the first of the one-year extensions for Commission approval. The proposed cost of the fiscal year 2012 audit remains at the 2011 level of \$50,500 for the financial audit and \$4,000 for each major program requiring a single audit. Only one program required a single audit for 2011 and two are anticipated during the 2012 audit. The budget for the 2012 audit will be established and the audit performed during the 2013 budget year.

Staff recommends approval of the proposed extension.

Budgeted Amount: \$0.00 **Budget Page No(s):** **Available Amount:** \$0.00 **Expenditure Amount:** \$0.00

Additional Budgetary Information: All expenses and budget will be associated with the 2013 budget year.

Funding Source(s): **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:**

City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A

Potential Motion/Direction Requested: Approve the Mayor to execute the proposal to extend the contract for a one year period for audit services to Mauldin and Jenkins, LLC in an amount not to exceed \$50,500 for the financial audit and \$4,000 for each major program requiring a single audit.

Staff Contact: Karen Simpson Deputy Clerk - Finance 4/11/12

Attachments: Proposal from Mauldin and Jenkins, LLC

MAULDIN & JENKINS

CERTIFIED PUBLIC ACCOUNTANTS, LLC

April 11, 2012

Mr. James R. Freeman, City Clerk
City of Palmetto
516 8th Avenue West
Palmetto, Florida 34221

Dear Mr. Freeman:

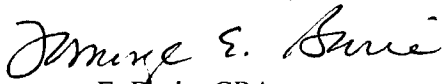
The purpose of this letter is to request renewal of the agreement for auditing services for the year ended September 30, 2012. This audit would be the first of three one-year extensions between the City of Palmetto (Auditee) and Mauldin & Jenkins, LLC (Auditor) as provided for in the second paragraph on page 1 of our proposal for the year ended September 30, 2009, dated June 17, 2009.

We are proposing this renewal for the fiscal year ending September 30, 2012. As reflected in the original agreement, the fee would remain \$50,500 for the financial audit and \$4,000 for each major program in which a Federal or State single audit is required. This is the same fee we charged for the September 30, 2011, audit.

Thank you for your consideration of our request. We appreciate the opportunity to continue to be of service to the City of Palmetto, Florida, and believe this letter accurately summarizes the provisions of our request for renewal. If you have any questions, please let us know. If you agree with the terms of our proposed renewal as described in this letter, please sign the enclosed copy and return to us. If you need to have an addendum or new contract drafted by your attorney, please do so and forward to me for execution if all the above is acceptable to the City.

Sincerely,

MAULDIN & JENKINS, LLC


Tommye E. Barie, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Palmetto, Florida.

By: _____

Title: _____

Date: _____