



Item

Auditing Services Proposal

Responsible Staff Contact

Mary Nicol

Recommendation

Accept proposal for Auditing Services from Carver, Florek & James, LLC.

Executive Summary

Per Wyoming State Statute 16-4-121 the City of Douglas is required to have an annual audit conducted by an independent auditor. A request for proposal for audit services for fiscal years 2023 thru 2027 was prepared. Notice was published in the May 24th and 31st, 2023, editions of the Douglas Budget and letters sent out to accounting firms licensed in Wyoming. Proposals were accepted until 5:00 pm on Friday, June 23, 2023.

One proposal was received from Carver Florek & James, LLC in the amount of \$41,000 for fiscal year 2023, \$43,000 for fiscal year 2024, \$45,000 for fiscal year 2025, \$47,000 for fiscal year 2026 and \$49,000 for fiscal year 2027. Additional fees would apply should the City require a single audit.

Carver Florek & James, LLC is a Certified Public Accounting firm licensed in the State of Wyoming with offices maintained in Sheridan, WY, Layton, UT and Missoula, MT. The proposal met the requirements of the City. References were contacted and provided positive comments with common reference to being knowledgeable of municipal accounting, thorough, helpful, responsive, and easy to work with.

Background

Skogen, Cometto & Associates has been engaged for performing our audit services for the past eleven years. In 2020 we requested a proposal for audit services for five years and this was awarded to Skogen, Cometto & Associations. In April 2023 we received notice that they had made a difficult decision and will no longer be providing audit services effective immediately. Based on this information we moved forward with advertising for audit service proposals for five years.

Alignment to Strategic Doing (SD) and/or Other Plans

	NA
<u>SD24 Strategy</u>	NA
<u>SD24 KPI</u>	NA
<u>2014 Master Plan</u>	NA
<u>2015 Downtown Master Plan</u>	NA

Budget/Fiscal Impact

<u>Fund/Department</u>	General Fund/Non Departmental
<u>Project/Line Item(s)</u>	Accounting/Auditing/105-100-2152
<u>Budgeted Amount</u>	\$60,000



CITY OF **DOUGLAS** WYOMING
HOME OF THE JACKALOPE.

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Anticipated Amount \$41,000

Action Requested/Recommended Motion

I move to accept the proposal for auditing services from Carver Florek & James, LLC for fiscal years 2023 thru 2027 as presented.

Reviewed/Approved

- Community Development
- Law Enforcement
- City Administrator
- City Clerk

- Public Works
- Legal
- Finance