



Item

Auditing Services Engagement Letter

Responsible Staff Contact

Mary Nicol

Recommendation

Approve the engagement letter 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 and the proposal from Carver, Florek & James, LLC was accepted.

Carver Florek & James, LLC’s proposal for fiscal year 2024 was \$43,000 with additional fees applied should the City require a single audit. The City of Douglas will not require a single audit for fiscal year 2024.

Background

Carver, Florek & James, LLC performed the City of Douglas FY 2023 audit.

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

<u>SD24 Outcome</u>	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
<u>Anticipated Amount</u>	\$43,000

Action Requested/Recommended Motion

I move to authorize the engagement letter for auditing services from Carver Florek & James, LLC for fiscal year 2024 and authorize the City Manager to sign all associated documents.

Reviewed/Approved

- | | |
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| <input checked="" type="checkbox"/> Community Development | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> Law Enforcement | <input type="checkbox"/> Legal |
| <input checked="" type="checkbox"/> City Manager | <input checked="" type="checkbox"/> Finance |
| <input type="checkbox"/> City Clerk | |