



Finance Committee

Meeting Date: April 29, 2025

Audit – Parks and Recreation Department (RFP 25-902)

Department:	Finance
Presenter:	Timothy E. Schroer, CPA, CGMA, Interim Finance Director
Caption:	Approve engaging UHY Advisors Mid-Atlantic, Inc. to conduct audit of Parks and Recreation Department. (RFP 25-902)
Background:	<p>On January 7, 2025, the Commission directed the Finance and Procurement department to procure a firm to audit of the Parks and Recreation Department with a timeline that audit would be completed within 90 days of the engagement of a firm. The scope of the engagement as directed by the Commission is to include:</p> <ul style="list-style-type: none">a) To determine if charges to Lake Olmstead ledger codes are appropriate.b) To determine all community center list of user groups and the dollar amounts taken in from each group.c) To determine Riverwalk expenditures from all areas including the additional \$150,000 for Eight Street Bulkhead.d) To determine all vendor expenditures and jobs they performed including consultant, lawn services, etc.e) To determine all park expenditures broken down by the park with the ledger codes including Fleming Park.f) To determine all hotel stays with locations by all employees in the department.g) To determine Candlelight Jazz money totals for each date and how is the money collected and used.h) To evaluate IT Department's review of any deleted files for the Recreation department that are personnel or financial.i) To determine review all contracts of \$25,000 or less for department head signature on the document.j) To bring back recommendations of what we can make automated vs. paperk) To determine whether internal controls over assets are adequate to provide reasonable assurance that assets exist and are safeguarded against loss or theft.l) To determine whether controls over government operations provide reasonable assurance that resources are used effectively and efficiently and that expenditures follow established policies and procedures. (Example: procurement, travel)
Analysis:	The RFP opened on April 15, 2025. Four vendors responded. The evaluation committee met on April 17, 2025, to review and discuss the four responses

received. The committee is recommending UHY Advisors Mid-Atlantic, Inc. be awarded the engagement.

Financial Impact: The not to exceed cost proposed is \$71,664.00, if the number of hours needed to complete the engagement is less than proposed, the fee could be reduced accordingly.

Alternatives: Reject proposal

Recommendation: Approve awarding audit of the Parks and Recreation Department to UHY Advisors Mid-Atlantic, Inc.

**Funds are available
in the following
accounts:** 101-01-5110

**REVIEWED AND
APPROVED BY:**