

MEMORANDUM

TO: The Honorable Mayor and Members of Town Council
FROM: India Adams-Jacobs, Town Manager/Clerk
DATE: August 6, 2026
RE: Approval of Financial Consulting Services Agreement

Purpose

The purpose of this memorandum is to request Town Council approval of a professional services agreement with CyM LLC for general financial consulting services on behalf of the Town of Bowling Green.

Background

The Town requires ongoing professional financial support to ensure sound fiscal management, timely and accurate reporting, and readiness for its annual audits. To meet these needs, staff have negotiated an agreement with CyM LLC to provide general financial consulting services to the Town.

Scope of Services

Under the terms of the agreement, the Contractor will provide general financial consulting services, including but not limited to:

- Pre-audit services for Fiscal Years 2026 through 2028;
- Audit preparation and support;
- Financial analysis, reconciliation, and reporting;
- Assistance with internal controls, compliance, and financial processes; and
- Other related financial advisory services may be agreed upon in writing by the parties.

In addition, the Contractor may provide advisory services related to budgeting, grants financing, capital planning, financial forecasting, and strategic financial initiatives, as requested by the Town.

Fiscal Impact

The contractor's hourly rate is \$175 per hour.

Recommendation

Staff respectfully recommend that Town Council approve the financial consulting services agreement with CyM LLC and authorize the Town Manager to execute the agreement on behalf of the Town.