



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager/Clerk

COPY: Jeff Gore, Town Attorney

DATE: April 2, 2026

RE: Authorization to Engage Davis & Associates Certified Public Accounts, PLLC for FY2026 Annual Audit

BACKGROUND

This memo requests Town Council authorization to engage Davis & Associates Certified Public Accounts, PLLC, to perform the Town's annual financial audit for Fiscal Year 2026.

The Code of Virginia requires all localities to have an annual audit of their financial statements conducted by an independent certified public accountant

The audit engagement will include:

- Audit of the Town's financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards
- Compliance audit required by the Auditor of Public Accounts
- Single Audit requirements (if applicable based on federal expenditures)
- Preparation of the Annual Comprehensive Financial Report (ACFR)
- Management letter identifying any deficiencies or recommendations

ALTERNATIVES

Not applicable

DRAFT MOTION

Staff recommends that the Town Council authorize the Town Manager to execute an engagement letter with Davis & Associates Certified Public Accounts, PLLC, for the FY2026 annual audit in an amount not to exceed \$2,500.