

TO: Mayor and City Council  
FROM: David Chanski, City Administrator/Clerk  
RE: Audit Contract  
DATE: December 4, 2023

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**Background**

CliftonLarsonAllen LLP (CLA) and Mary Ready have been the City’s auditor for many years, and the City just completed a 5-year contract with CLA, which was for fiscal years 2018, 2019, 2020, 2021, and 2022. As such, the City is in need of a new audit contract.

Attached is a new audit proposal with CLA for fiscal years 2023, 2024, and 2025. The proposal 2023 audit costs had been built into the proposed 2024 Budget, and the annual audit costs over the life of the proposal are:

- 2023: \$19,950
- 2024: \$19,058
- 2025: \$20,895

Staff recommends approving this new proposal with CLA as tes City just transitioned to accrual accounting in 2023 and will being needing to update its chart of accounts in 2024. Familiarity both of CLA with the City of Breezy Point and City Staff with CLA will continue to make the audit process be accurate and go smoothly during this continued time of transition within our accounting processes.

In addition to the City of Breezy Point, CLA and Mary are the auditors for the cities of Crosslake, Crosby, and Brainerd.

**Council Action**

Staff recommends approving the attached proposal from CliftonLarsonAllen LLP for audit services for fiscal years 2023, 2024, and 2025.