



# Financial Audit Services Contract

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PRESENTED TO CITY COUNCIL – 6/15/26

MICHAEL FRANKLIN, DEPUTY DIRECTOR OF FINANCE

# Summary

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## ■ **Audit Requirements**

- City Charter requires an annual independent audit and submittal of an annual financial report.
- State law provides that if a municipality's annual audit is not filed within 180 days of the fiscal year end, the City may be prohibited from adopting a property tax rate that exceeds the no-new-revenue tax rate. In addition, the City's Annual Comprehensive Financial Report is expected to be completed within the same 180-day timeframe in accordance with best practices. The City has met this benchmark for the past 34 years.

## ■ **Financial Policy**

- Requires solicitation of proposals for audit services at least every five years.
  - The current audit contract was executed in June 2021, the five-year maximum engagement has been fulfilled.

# Request for Qualifications

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- RFQ for financial audit services closed January 29, 2026.
  - Six CPA firms completed submissions and the top three in scoring were selected for 2<sup>nd</sup> round interviews.

Supplier	Total / 115 pts	Experience & Qualifications / 40 pts	Audit Team & Staffing Plan / 25 pts	Audit Approach & Responsiveness / 20 pts	References / 15 pts	Interview / 15 pts
Pattillo, Brown & Hill, L.L.P.	104	39	22	15.33	14.33	13.33
Forvis Mazars, LLP	102.67	39.33	21	16.33	14	12
Weaver and Tidwell, L.L.P.	96.67	39.33	19.67	16.33	12.33	9

- Pattillo, Brown & Hill L.L.P. was the highest scoring firm after interviews, and contract negotiations have been finalized pending Council approval.

# Pattillo, Brown & Hill L.L.P.

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## ■ Firm Background

- Waco based CPA firm established in 1923.
- Government audit practice works exclusively with state and local governments, currently serving over 100 governmental clients across Texas.
- Completed Burleson’s financial audit from fiscal years ending in 2008 through 2020.
- Proposed pricing for a three-year base term with two optional one-year extensions:

<b>Fiscal Year</b>	<b>Financial Statement Audit</b>	<b>ACFR Preparation</b>	<b>*Single Audit (if required)</b>	<b>Total Not-to-Exceed</b>
2026	\$60,150	\$5,000	\$7,500	\$72,650
2027	\$61,955	\$5,000	\$7,500	\$74,455
2028	\$63,813	\$5,000	\$7,500	\$76,313
2029	\$65,728	\$5,000	\$7,500	\$78,228
2030	\$67,699	\$5,000	\$7,500	\$80,199

\*A single audit is required if the City spends over \$1 million in federal or state awards

- Weaver & Tidwell completed the FY2025 audit for \$72,650

# Recommendation

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- Approve the contract with Pattillo, Brown & Hill L.L.P. for financial audit services.

# Questions / Comments

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