

## MEMORANDUM

### **Business Item A**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of payment of Invoice #356342 from KerberRose S.C. in the amount of \$12,500.00 for progress billing for the 2023 audit and preparation of the Form C annual report.

The Board had approved the quote from KerberRose to complete the 2023 audit at the February 7, 2024 meeting. KerberRose has submitted its first invoice for the audit now in process.

### **SUGGESTED MOTION**

*Motion to approve payment of invoice #356342 in the amount of \$12,500.00 to KerberRose.*

Should you have any questions related to this information, please feel free to call or e-mail me.

Respectfully Submitted  
Kelsey