



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78620**

**Submitted By:** Shawn Cox, Interim Deputy City Administrator

**Council Meeting Date:** Tuesday, June 6, 2023

**Agenda Item Wording:** Approval of an Audit Engagement Letter with Whitley Penn for the Fiscal Year 2023 Audit.

**Agenda Item Requestor:** Shawn Cox, Finance Director/City Treasurer

**Summary/Background:**

The City is required to have an annual audit of its financial statements conducted annually. The audit services include a management discussion and analysis, comparison of the budget to actual revenues and expenses, and pension and other post-employment benefit reporting.

In November of 2022, the City approved a Professional Services Agreement (PSA) with Whitley Penn for the provision of the City's auditing services. The term for the PSA includes auditing services for the FY 2022, FY 2023, and FY 2024 Budgets. Additionally, the PSA can be extended for an additional two (2) years.

For consideration is an engagement letter for auditing of the FY 2023 Budget. The proposed cost for this service is \$ 47,500 for the financial statement audit and \$5,000 for each Federal major program. These costs are consistent with the previous year's audit and will be included in the FY 2024 Proposed Budget.

**Commission Recommendations:** N/A

**Recommended Council Actions:** The Interim Deputy City Administrator recommends approval of this item.

**Attachments:** ○ FY 2023 Audit Engagement Letter

**Next Steps/Schedule:** Notify Whitley Penn of City Council's decision on the extension of the PSA.