



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: September 18, 2020

Agenda Item Wording: **Discuss and consider approval of a Professional Services Agreement between the City of Dripping Springs and Donald L. Allman, CPA, P.C. for Audit Services**

Agenda Item Requestor: Gina Gillis, 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. Donald L. Allman, CPA, P.C. performed the city's audit last year following his selection through a Request for Qualifications. The City Treasurer recommends approving the Professional Services Agreement. An RFQ is not required.

The audit shall commence on December 1st. The draft report is due January 15th and the final report is due February 16th.

The cost of the services is \$24,000 and is included in the approved FY 2021 Budget.

Recommended Council Actions: Approve the Professional Services Agreement between the City and Donald L. Allman, CPA, P.C. for Audit Services.

Attachments: Professional Services Agreement and Engagement Letter

Next Steps/Schedule: If approved, execute agreement; notify Donald Allman.