



DATE: December 27, 2023
TO: Assembly Finance Committee
FROM: Angie Flick, Finance Director
SUBJECT: Auditor Services Extension

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The purpose of this memo is provide justification for the extension of contracted services for the Assembly's Financial Auditor. CBJ contracts auditing services which includes:

- preparation of financial statements for Juneau School District (JSD)
- preparation of financial statements for Bartlett Regional Hospital (BRH)
- auditing the City and Borough of Juneau Annual Consolidated Financial Report (ACFR) and the Single Audit which incorporates the financial information from JSD and BRH

The current contract is set to expire on June 30, 2024 with the FY23 Financial Statements being the last covered in this contract. All components of CBJ have experienced leadership changes in the last year: JSD Superintendent and lead financial officer, Bartlett CEO and CFO, and CBJ City Manager and Finance Director. Due to this significant turnover, it is prudent to maintain the current auditing firm for continuity of knowledge.

During the February 1, 2023 AFC meeting, a request was brought forward by Mr. Keith, former CEO of BRH to allow BRH to solicit and hire their own auditor. The motion that was brought forth and passed by the AFC was "to table the discussion of the BRH audit solicitation until December 2023 or January 2024."

The Auditor works for the Assembly. Unless directed by the Body otherwise, Elgee Rehfeld be retained as the Auditor for the FY24 financial statements and auditing efforts. Staff suggest waiting until November 2024 to discuss the tabled motion at which time, staff can prepare an RFP for auditing services.