



## AGENDA ACTION FORM

**Consideration of a Resolution Authorizing the Mayor to Execute a Contract to Engage the Firm of Brown, Edwards, and Company, LLP to Audit the Financial Statements of the City of Kingsport for the Fiscal Year Ending June 30, 2025 with Expected Annual Renewals for Fiscal Years 2026 and 2027**

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-154-2025

Work Session: June 2, 2025

First Reading: NA

Final Adoption: June 3, 2025

Staff Work By: Travis Bishop

Presentation By: Travis Bishop

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**Recommendation:**

Approve the Resolution.

**Executive Summary:**

Brown Edwards has provided auditing services to the City for many years. The City wishes to continue this relationship and has received a proposal from Brown Edwards. Pursuant to the terms of the agreement, Brown Edwards will audit the financial statements of the City of Kingsport including the Industrial Development Board and Kingsport City School Activity Funds. Brown Edwards has a proven track record in public sector auditing. Pricing details are as follows:

YEAR	CITY AUDIT	TN CROSS- WALK	ACFR PREP	SCHOOL FUNDS	TOTAL
FY 2025	\$152,900	\$5,500	\$22,500	\$34,500	<b>\$215,400</b>
FY 2026	\$159,800	\$5,700	\$23,500	\$36,100	<b>\$225,100</b>
FY 2027	\$167,000	\$6,000	\$24,600	\$37,700	<b>\$235,300</b>

*Note: Amounts represent the maximum fees; actual billings may be lower depending on costs incurred.*

In addition to a signed engagement with Brown Edwards, the Comptroller of the Treasury of the State of Tennessee requires an annual contract to be completed with The State each year. Either party may dissolve the relationship before the annual contract is signed. School staff were consulted and agreed with the recommendation. Funding is identified in various City and School accounts.

**Attachments:**

1. Resolution
2. Supplemental Information

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—