



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: August 25, 2025

TOPIC Approval of Engagement Letter for Auditing Services – AHP PLC

BACKGROUND BRIEF:

Administration is requesting that Village Council approve the engagement letter for auditing services for fiscal year ending June 30, 2025, with Andrews Hooper Pavlik PLC and authorize the Village Manager to execute the letter on behalf of the Village. The engagement letter sets forth the auditing services to be provided and the audit scope, procedures, and standards, and the responsibilities of the Village in assisting with audit completion. The engagement letter and supporting information is attached.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The total cost of the auditing services is estimated to be \$16,900 with the costs to be spread among several funds of the Village and DDA.

RECOMMENDED MOTION:

To approve the 2025 engagement letter for auditing services from Andrews Hooper Pavlik PLC in the estimated amount of \$16,900 for completion of the audit of the Village and DDA financial statements for fiscal year ending June 30, 2025, and to authorize the Village Manager/Acting Village Manager Wes Sanchez to execute the acknowledgment of the engagement letter on behalf of the Village.