



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: August 24, 2026

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, 2026, 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 estimated cost for the auditing services is \$17,600 for the audit of the Village and DDA financial statements for the fiscal year ending June 30, 2026. The cost of the financial statement audit will be allocated among several Village funds and the DDA.

In addition, an estimated \$8,000 will be incurred for a Single Audit related to the EPA grant reimbursement in the Water and Sewer Fund.

The combined estimated cost of the financial statement audit and Single Audit is \$25,600.

RECOMMENDED MOTION:

To approve the 2026 engagement letter for auditing services from Andrews Hooper Pavlik PLC in the estimated amount of \$17,600 for completion of the audit of the Village and DDA financial statements for the fiscal year ending June 30, 2026, and an estimated \$8,000 for the Single Audit related to the EPA grant reimbursement in the Water and Sewer Fund, and to authorize the Village Manager to execute the acknowledgment of the engagement letter on behalf of the Village.