



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject Authorized the City Manager to Approve Maze & Associates for the City's FY22 and FY23 Annual Audit Services

Prepared by: June Du, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. FY22 Audit Engagement Letter
2. FY23 Audit Service Proposal

Initiated by:

Staff

Previous Council Consideration:

Not Applicable

Fiscal Impact:

There is no fiscal impact to the General Fund.

The FY22 Audit Services of \$54,440 is budgeted in the FY23 finance department appropriated budget (2110-5270). The FY23 audit services of \$55,343 will be budgeted in the FY24 finance department budget during the FY24 budget process.

- Amount already included in approved budget: Y
- Amount above budget requested: 0

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Background and Discussion:

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Approve Maze Associates for City's FY22 and FY23 Annual Audit Services

The Government Code of the State of California requires general law cities, which includes the City of Los Altos, to have its financial statements audited by an independent certified public accountant.

In FY15, a Request for Proposal (RFP) was developed and distributed to a pool of qualified auditing firms, and Maze & Associates was selected to perform City's audit services. During the FY21 audit, Maze & Associates rotated the lead auditor to comply with the United State Audit Standard.

An RFP for audit services should be done every five years. However, due to key finance staff turnover in FY21 and FY22, the RFP was not done due to lack of resources and time to perform the RFP for the audit services without delaying the annual audit progress. Staff reached out to Maze to extend audit services for FY22 and FY23 in order to continue audit services and provide staff more time to prepare an RFP for FY24 through FY28 services. Staff has been very satisfied with the delivery of services that Maze & Associates has provided.

Staff Recommendation:

The staff recommends the City Council authorize the City Manager to approve Maze & Associates for the City's FY22 and FY23 audit services.