



# Memorandum

**Meeting Details:** July 3, 2023, BOC Regular Meeting  
**Prepared For:** Hon. Mayor Rostek and Board of Commissioners  
**Staff Contact:** Andrew Laflin, Finance Director  
**Subject:** FY 2023 Audit Engagement Letter

---

## **Background:**

In fiscal year 2020, the City completed a Request for Proposals (RFP) process and selected the audit firm James Moore & Co. to perform auditing services for the City for fiscal years 2020, 2021, and 2022. According to the contract, upon completion of the engagement for the fiscal year 2022 audit, a new engagement can be entered into for two additional one-year periods, at the option of both parties. James Moore & Co. has provided the City with an engagement letter to perform the FY 2023 audit.

## **Fiscal Impact:**

The fees for the audit of the financial statements and related services, including expenses, are as follows:

Audit Fee - \$45,000  
Preparation of Financial Statements - \$4,500  
Single Audit Fee (Per Major Program) - \$3,500

## **Recommendation(s):**

Staff recommends execution of the FY 2023 engagement letter with James Moore & Co.

## **Attachments:**

- FY 2023 Audit Engagement Letter