



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - MEMO SUMMARY**

<b>DATE:</b> July 25, 2024	<b>ITEM NO.</b>	<b>SUBJECT:</b> Authorize Mayor to Sign Request for Extension to File Financial Audit
<b>Presented by:</b>  Town Administrator Collins		

**Recommended Action**

Authorize Mayor to sign the request for the extension.

**Background**

Typically, staff aims to have the financial audit completed and reported to the Board of Trustees in July to file annually by July 31. Auditor, Mr. David Green, is requesting a couple of additional weeks which will require an extension to file the completed financial audit by December 31.

It is expected the audit will be prepared to present in August.