



AGENDA ITEM SUMMARY

MEETING DATE: March 7, 2023

ITEM TITLE: Request For Proposal for Audit Services

ITEM SUMMARY:

The Town solicited proposals from qualified auditors for the Town's annual independent audit for fiscal years 2023, 2024 and 2025. The Town's most recent auditor, Teresa Osborne of Dowdy & Osborne, LLP, has retired from providing audit services after 19 years as the Town's auditor. The Town received (6) proposals from the following firms:

1. Potter and Company PA
Monroe, NC (additional offices in Concord and Mooresville, NC)
2. Johnson Mizelle Straub & Murphy LLP
Kitty Hawk, NC
3. Sharpe Patel CPA
Raleigh, NC (additional office in Charlotte, NC)
4. Thompson, Price, Scott, Adams & Co. PA
Wilmington, NC (other offices throughout NC)
5. Carr, Riggs & Ingram CPA's
New Bern, NC
6. Robinson, Farmer, Cox Associates
North Chesterfield, VA

Due to State and/or Federal grants exceeding \$ 750,000 the Town will be receiving a Single Audit for fiscal year 2023. The Single Audit includes both an audit of the financial statements and the Federal and State awards and ensures the Town followed the compliance requirements for the grant awards. We currently anticipate going back to a Yellow Book audit in subsequent fiscal years which is the more typical audit for the Town.

Bonnie Swain and Teresa Osborne reviewed the 6 proposals and rated the proposals on the following criteria:

1. Approach to audit quality
2. Team knowledge and experience
3. Unique qualifications
4. Scope and pricing of engagement

While pricing is a factor, it is important to staff to have an auditor that is committed to performing a substantial part of the fieldwork on site for better communication and to help build a better working relationship. Based on all factors evaluated the recommendation is to award the audit contract for three years to Carr, Riggs & Ingram CPA's for a price contract of \$ 24,000 (\$2,500 additional due to single audit requirement) for fiscal year 2023, \$22,600 for FY 2024 and \$23,800 for FY 2025. The price will be an additional \$2,500 when a single audit is required.

STAFF RECOMMENDATION: Based on all factors evaluated the recommendation is to award the audit contract for three years to Carr, Riggs & Ingram CPA's

REQUESTED ACTION: Motion to award a three-year contract for audit services to Carr, Riggs & Ingram CPA's for a price contract of \$24,000 for FY2023, \$22,600 for FY 2024 and \$23,800 for FY 2025, plus an additional \$2,500 when a single audit is required.