



Administrative/Fiscal Note



Part I.

Date:	File/Resolution Number:
1/11/2018	Original: <input checked="" type="radio"/> Substitute: <input type="radio"/>
Title:	
Financial Auditing Services	
Submitted By (Name, Title, Department, Ext.)	
Peggy Steeno, Finance Director/Comptroller/Treasurer, Finance Department, Extension 8252	
Description:	
These services are required annually by numerous regulatory bodies as well as completed to provide critical information to the Common Council and other parties interested in the City's financial status.	
Mandate:	Sunset?
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (attach documentation)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – Term is 3 Years

Part II.

This file (check all that apply):	
<input type="checkbox"/> Increases previously authorized expenditures	<input type="checkbox"/> Decreases previously authorized expenditures
<input type="checkbox"/> Increases city services	<input type="checkbox"/> Decreases city services
<input type="checkbox"/> Increases revenue	<input type="checkbox"/> Decreases revenue

Part III.

Purpose	Specify type/use	Expenditure	Revenue	Ongoing	1-3 yrs	3-5 yrs
Salaries/Wages		\$	\$			
Fringe Benefits		\$	\$			
Supplies/Materials		\$	\$			
Equipment		\$	\$			
Services	Audit Services	\$159,900	\$		X	
Other		\$	\$			

Assumptions used in arriving at fiscal estimate:
 RFP response for three years of financial auditing services. This equates to an annualized cost of \$53,300 in each of the three years.

Part IV.

Revenue Source:

Department Account # Various – General Fund, Special Funds, Grant Funds, Enterprise Funds

Grants Matching Fees TIF Contingent Fund

Other, list:

Part V.

Impacts

Does this impact citizens or businesses in the City? No Yes – Describe impact: This is a required service for the City.

Does this impact employees or operations? No Yes – Describe impact: Staff is required to assist auditors in completing their duties, including completion of yearly accounting work, completion of audit schedules and work papers, and changing/improving/updating controls, process, and procedures.

What are the goals?

The goal is to obtain an 'unqualified audit opinion', which means that the City's financial statements fairly represent, in all material respects, the financial position of all of the City's activities.

What are the performance criteria?

The audit is completed per federal and state accounting regulations, as well as proper internal controls, and financial recording and reporting.

Describe Timetable:

The audit takes place over a number of months, beginning with interim work, continuing on with fieldwork, and wrapping up with a final audit report no later than June 30 of each year, unless an extension is granted.

Miscellaneous

Does this require new positions? No Yes, how many?

Information Technology resources needed? No Yes – describe:

Part VI.

Performance Measurement Review Requested by committee or Common Council? Yes No

Timeline for review: _____