

MEMORANDUM

To: Mayor and City Councilmembers
Steve Parker, City Manager

From: Susan Caddell, Director of Finance

Subject: Audit Services

Date: September 25, 2024

Attached you will find the audit engagement letter from Armstrong, Vaughan, and Associates, P.C. for fiscal year 2024. Due to the fact audit services is considered a professional service, State law and the City of Seguin Purchasing Policy does not require formal bids be obtained. In the past, we have been seeking requests for proposals, based upon qualifications, for audit services every three years. Armstrong, Vaughan, and Associates, P.C. have been awarded the contract for several years. Also included within the audit services is the preparation of the Annual Comprehensive Financial Report. Because this firm has been doing the audit and preparation for several years, and staff has an excellent working relationship, it is staff's recommendation to approve continuing the audit services with this firm.

Please let me know if you have any further questions