



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: July 19, 2016

DEPARTMENT: Purchasing

FROM: *Sandra Wright, Purchasing Agent*

SUBJECT: Auditing Services

FINANCIAL IMPACT: Accounting- Audit Costs

1011401 - 635600	\$ 67,450.00
Finance Water Administration- Audit Costs	
5511409-635600	\$ 67,450.00

ORIGINAL BUDGET: \$135,000.00

CLEAN WATER 2020?: No

The Finance Department asked for permission from Ms. Wilson to extend the auditing services for an additional year outside of the original agreement to complete the fiscal year 15/16 audit. The original contract (RFP00004-10-11) with Webster Rogers LLP was for a five (5) year total contract term, including extensions, that ended on June 30, 2016. This request is for Council to approve this special extension of the auditing services for an additional year, terminating in June 30, 2017, at an amount not to exceed \$134,900.00.

Webster Rogers LLP is located in Florence, SC 29502

ATTACHMENTS:

- Auditing Services Memo 3.29.16 (PDF)



March 22, 2016

TO: Jeff Palen, ACM\CFO
FROM: Jan Alonso CGFO, Finance Director
SUBJECT: RFP for Auditing Services

The Webster Rodgers contract for auditing services expires with the FY 2016 audit. This means we would need to have a new firm selected as of 07/01/2016. When selecting a new audit firm, they have the right to be on premises starting with the beginning of the fiscal year so they can acquaint themselves with the processes, employees, and previous audits. Based on the size of this audit, they are going to need additional time just to get a handle on all of the aspects of the city. I have a concern that with the additional work related to the flood event, we do not have the staffing to properly handle this additional work and potentially bring in a new auditor. I would like to postpone the RFP for one year, so that I can dedicate the proper time needed to prepare and initiate the RFP after we have finished the work required due to the flood event.

The Flood of October 2015 has added many new duties to much of the city staff. We are now starting to submit documentation to FEMA for reimbursement. Because this is a new process for many of us, we need to be diligent in what we are submitting with our first thought being, "what will they be looking for in the audit." There are many moving parts of this and finance is the last person to see what gets submitted. We are trying to establish processes to be followed no matter who is here. Working with our consultants we are trying to ensure we have everything we need. Our consultants will be the first to say, "it is not IF we will be audited, but when."

Below is a list of the projects I have ongoing in addition to the day to day activities. Many of these would have been completed or would be near completion if not for the flood events of October.

- Underwriter RFQ - To be completed by end of the FY
- GO Bond Issuance - To be completed by end of the FY
- W&S Bond Issuance - To be completed by end of the FY
- Preparation for FY '16 audit – On going
- FEMA documentation – On Going
- P-Card Program Expansion – Dependent on budget approval
- Customer Service Training – To be completed by end of FY
- PCI Compliance – Hopefully July 1, 2016

Please let me know if you need any additional information.