City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2011-094

A RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM TO AMEND THE FY11 AUDIT ARRANGEMENT LETTER WITH THE CERTIFIED PUBLIC ACCOUNTING FIRM OF TKW FOR ADDITIONAL SERVICES

WHEREAS, the City of Sherwood has determined that it needs additional services from the firm engaged to perform the City's annual Financial Audit, and

WHEREAS, the firm, TKW, has presented a proposal (attached as Exhibit A) to the City to provide those services in the form of an amendment to the firm's FY11 audit arrangement letter, and

WHEREAS, the Auditor and Finance Director discussed the need for this amendment with the Budget Committee at its November 21, 2011 meeting, and

WHEREAS, the amendment will increase the contract amount by $7,425.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Manager Pro Tem is authorized to execute this amendment, attached as Exhibit A, to the TKW arrangement letter for the FY11 audit.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the Sherwood City Council this 6th day of December 2011.

Keith S. Mays, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder

4800 SW Macadam Ave
Suite 400
Portland, OR 97239-3973

P 503.274.2849
F 503.274.2853

www.tkw.com

November 18, 2011

City Council
City of Sherwood
Sherwood, Oregon

Attention: Keith Mays, Mayor

This letter is an addendum to the arrangement letter of April 14, 2011, regarding the services we are to perform for the City of Sherwood, Oregon, and the City of Sherwood Urban Renewal Agency, a component unit of the City of Sherwood (collectively, the City) for the year ended June 30, 2011. We ask that you confirm this understanding.

Audit Services

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.

In addition to the reports noted in our letter of arrangement of April 14, 2011, we will also assist the City in drafting the City's Comprehensive Annual Financial Report and the Sherwood Urban Renewal Agency Annual Financial Report.

The City's Responsibilities

Management is still responsible for the financial statements, including the selection and application of accounting policies, adjusting the financial statements to correct material misstatements, and for making all financial records and related information available to us. Management is responsible for providing us with a written management representation letter confirming certain representations made during the course of our audit of the financial statements and affirming to us that it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and to the opinion units of the financial statements.

Fees

Our fees for the audit and accounting services described above are based upon the time required by the individuals assigned to the engagement, plus direct expenses. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in this letter is not expected to exceed $7,400.

McGLADREY ALLIANCE | McGladrey

The McGladrey Alliance is a premier affiliation of independent accounting and consulting firms. The McGladrey Alliance member firms maintain their name, autonomy and independence and are responsible for their own client fee arrangements, delivery of services and maintenance of client relationships

Other Terms of our Engagement

This letter and our letter of arrangement dated April 14, 2011, constitute the complete and exclusive statement of agreement between Talbot, Korvola, & Warwick, LLP, the City of Sherwood, Oregon, and the City of Sherwood Urban Renewal Agency, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

If this letter defines the arrangements as the City understands them, please sign and date the enclosed copy and return it to us.

TALBOT, KORVOLA, & WARWICK, LLP
Certified Public Accountants

By_____
Robert G. Moody, Jr., Partner

11-18-11

Confirmed on behalf of the addressee:
City of Sherwood, Oregon

_____
Signature

_____
Title

_____
Date

RGM/rlr

cc: Craig Gibons, Finance Director