



Nice Matters!

**Town of Emerald Isle**  
7500 Emerald Drive  
Emerald Isle, NC 28594

252-354-3424 voice  
252-354-5068 fax

[www.emeraldisle-nc.org](http://www.emeraldisle-nc.org)

**Mayor**  
Eddie Barber

**Mayor Pro-Tem**  
Floyd Messer, Jr.

**Board of Commissioners**  
Candace Dooley  
Steve Finch  
Jim Normile  
Maripat Wright

**Town Manager**  
Frank A. Rush, Jr.  
[frush@emeraldisle-nc.org](mailto:frush@emeraldisle-nc.org)



May 10, 2016

**MEMO TO:** Mayor Barber and Board of Commissioners  
**FROM:** Frank A. Rush, Jr., Town Manager  
**SUBJECT:** Resolution Authorizing Audit Services Contract

The Board of Commissioners is asked to approve the attached resolution authorizing a new one-year audit services contract with Williams, Scarborough, Smith, & Gray, New Bern, NC for the FY 15-16 financial audit. The total amount of the contract is \$15,250, and includes assistance with the preparation of annual financial statements and all required auditing services.

Williams, Scarborough, Smith, & Gray (WSSG) has completed the Town's audits and prepared the annual financial reports since FY 10-11. The Board's Audit Committee and Town staff have been very pleased with their work, and I recommend that WSSG be awarded a new contract for FY 15-16 (fiscal year ending June 30, 2016).

WSSG is an experienced audit firm with significant local government experience. Other current and past WSSG clients include the Beaufort Airport Authority, Town of Beaufort, Town of Atlantic Beach, Town of Richlands, and Coastal Federation, among others.

WSSG has committed to complete the Town's FY 15-16 audit in a timely manner, and will have the report finalized for presentation to the Board of Commissioners at your October regular meeting. WSSG has committed to the following milestone dates:

- By June 30, 2016 – complete all preliminary work associated with FY 15-16 audit;
- By August 22, 2016 – perform audit and testing procedures at Town offices;
- By September 19, 2016 – submit complete draft report and financial statements for review and preparation of Management's Discussion and Analysis by the Town Manager;
- By October 11, 2016 – Board of Commissioners review of final report.

WSSG's proposed fee for the FY 15-16 audit is \$15,250, which is an increase of \$1,000 above last year's fee. I believe this fee is reasonable given the increased requirements in financial reporting and disclosures.

I recommend approval of the attached resolution.



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## RESOLUTION AUTHORIZING AUDIT SERVICES CONTRACT

**Whereas**, Williams, Scarborough, Smith, & Gray, New Bern, NC is a qualified auditing firm with significant local government auditing experience, and

**Whereas**, Williams, Scarborough, Smith, & Gray previously completed the Town's annual financial audits for FY 10-11 through FY 14-15, and performed high quality work for the Town, and

**Whereas**, Williams, Scarborough, Smith, & Gray has submitted a reasonable proposal to perform the annual financial audit for the Town for FY 15-16 (ending on June 30, 2016), and

**Whereas**, Williams, Scarborough, Smith, & Gray has committed to complete the Town's audit report in a timely manner, and has committed to meet certain milestone dates during the process,

**Now, therefore, be it resolved** by the Board of Commissioners hereby authorizes a one-year audit services contract with Williams, Scarborough, Smith, & Gray for FY 15-16 in the amount of \$15,250. Williams, Scarborough, Smith, & Gray has agreed to meet the following milestone dates:

- By June 30, 2016 – complete all preliminary work associated with FY 15-16 audit;
- By August 22, 2016 – perform audit and testing procedures at Town offices;
- By September 19, 2016 – submit complete draft report and financial statements for review and preparation of Management's Discussion and Analysis by the Town Manager;
- By October 11, 2016 – Board of Commissioners review of final report.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Eddie Barber, Mayor

\_\_\_\_\_  
Rhonda Ferebee, Town Clerk. CMC