

**Audit RFP Pre-Bid Meeting
Westminster City Hall
April 17, 2024 at 2:00pm**

Present:

NAME	FIRM	EMAIL
Kevin Bronson	City of Westminster, Administrator	
Reagan Osbon	City of Westminster, Assistant to the Administrator	rosbon@westminstersc.org
David McAlister (Virtual)	Manley Garvin	david.mcallister@manleygarvin.com
David Usefara	Mauldin and Jenkins	dusefara@mjcpa.com

Questions at the pre-bid meeting:

Question	Answer
Do you have a CPA/Firm close your books?	Contracted with Jason White, CPA (Payne, White, and Schmutz) .
When do you usually close your books?	Mid-September. In 2024, we have set a goal for September 20.
When would you like to have your audit presented?	December 10 City Council Meeting.
Do anticipate any single audits?	Yes. Most likely begin in FY 2025. We have been awarded CDBG funding and a USDA loan.
How many funds do you have?	10 Total.
When do you expect us to complete field work?	September-October, but flexible with communication.
Can we do remote work?	Remote work can complement in person work. We can use document portals if hosted by the firm.
How much do you expect to pay for the audit?	In the past we have paid about \$20,000 per year for the audit, plus about \$20,000 per year to contract and retain accounting services with Payne, White, and Schmutz).

Questions received via email (as of 04/22/2024):

Question	Answer
Is there a separate audit for the Local Development Corporation?	The LDC Audit is included within the city audit. In FY 2023, please see pages 22-24, 27.