

**A RESOLUTION AUTHORIZING THE MAYOR, FINANCE AND THE TOWN MANAGER TO SIGN A CONTRACT IN THE AMOUNT OF \$21,924, BETWEEN SHARPE PATEL, PLLC AND THE TOWN OF PITTSBORO FOR THE AUDIT OF THE TOWN'S FISCAL YEAR 2021 FINANCIAL STATEMENTS**

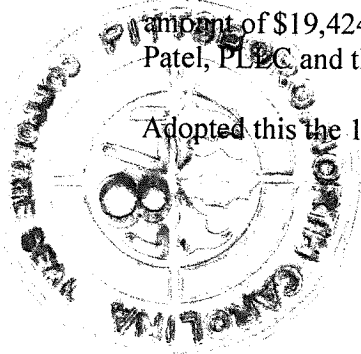
Whereas the Town of Pittsboro is required by law to contract for an independent audit of the Town's annual financial statements; and,

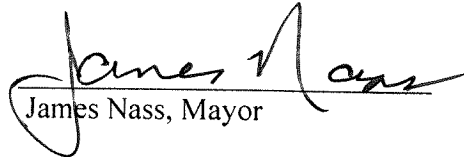
Whereas Sharpe Patel, PLLC provided the Town with audit services for the required year-end audit of our financial statements for fiscal year 2021; and


Whereas, in the audit contract dated April 28, 2021 Sharpe Patel, PLLC proposes to provide the Town with audit services for the FY 2021 audit for \$19,424 plus \$2,500 for the preparation of the annual financial statements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Pittsboro that the Mayor and the Finance Officer are hereby authorized to sign a contract in the amount of \$19,424 plus \$2,500 for preparation of the annual financial statements, between Sharpe Patel, PLLC and the Town of Pittsboro for the Town's fiscal year 2021 audit.

Adopted this the 10<sup>th</sup> day of May, 2021.



  
James Nass, Mayor

ATTEST:   
Cassandra M. Bullock, Town Clerk



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Heather Meacham, Finance Director

SUBJECT: Contract between the Town of Pittsboro and Sharpe Patel, PLLC for Preparation and Audit of the Town's Fiscal Year 2021 Financial Statements

DATE: May 10, 2021

The attached resolution would authorize the Mayor and the Finance Officer to sign the attached contract between Sharpe Patel, PLLC and the Town of Pittsboro for the audit of the Town's FY 2021 financial statements.

**Background:** Last year the Town issued an RFP for audit services and selected the firm of Sharpe Patel, PLLC to perform the FY 2019-2020 audit with the option to continue those services for FY 2020-2021 and FY 2021-2022. It is the recommendation of the staff that the Town continue the services for FY 2020-2021. In the audit contract dated April 28, 2021, they propose to provide us with audit services for the FY 2021 audit at a cost of \$19,424 plus \$2,500 for the preparation of the annual financial statements. The total fee amounts to \$21,924. Please refer to the attached audit contract.

The Town has received an Engagement Letter (please see attached) which provides more details regarding the Town's and Sharpe Patel's responsibilities relative to the annual audit. This letter will need to be signed by the Mayor or a Board Designee. Also attached is a Planning Letter from Sharpe Patel. No action is needed; it is for informational purposes only.

**Action Requested:** That the Board of Commissioners adopt the attached resolution authorizing the Town Manager, Mayor and Finance Officer to sign the attached contract and Engagement Letter allowing Sharpe Patel, PLLC to perform audit services for the Town of Pittsboro at a cost of \$19,424 plus \$2,500 for the preparation of the Town's annual financial statements.