



# City of Harrisonburg, Virginia

## Department of Finance

409 South Main Street  
Harrisonburg, VA 22801  
(540) 432-7702 / FAX (540) 432-7779

TO: Eric D. Campbell, City Manager  
FROM: Larry L. Propst, Director of Finance  
DATE: April 1, 2019  
RE: Selection of City's External Auditor

**Summary:** Consider the selection of the city's external auditor.

**Background:** The current audit contract expired with the audit of the Fiscal Year 2018 financial statements. Proposals were recently solicited from qualified certified public accounting firms. A committee of three reviewed the proposals. The committee is recommending that Brown Edwards & Company, L.L.P. be retained to provide audit services for the City and for staff to enter into a 3-year contract with the option to renew for 2 additional 1-year terms.

**Key Issues:** State Code requires that all localities be audited annually by an independent certified public accountant in accordance with specifications furnished by the Virginia Auditor of Public Accounts. Also pursuant to Section 45 of the City Charter, City Council shall designate the external auditor.

**Environmental Impact:** None

**Fiscal Impact:** Funds are annually budgeted in the City and School Board budgets to pay for the audit services.

**Prior Actions:** None

**Alternatives:** None.

**Community Engagement:** None.

**Recommendation:** Staff recommends designating Brown Edwards & Company as the city's external auditors.

**Attachments:** None.

**Review:**

*The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.*

###