



Memo

To: Board of Commissioners
From: Carrie Monforte
Date: 4/17/2023
Re: CPA Revised Services Agreement

At the March regular board meeting, the board authorized expanding our services with our CPA to include the filing of our annual report to the State Auditor, as well as other items to help with the increased workload during this period without a Director.

In your packet is a copy of the revised engagement letter with TDJCPA. You have already approved this broadly, but I would like, whenever possible, to get specific board approval any time we change the scope of our work from the original contract.

As I glean more information about our financial processes, I anticipate needing to pull TDJCPA in for more work as we identify items that need to be updated or changed, including the possibility of editing our annual financial statements on an accrual basis.