



City of San Antonio

Agenda Memorandum

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Agenda Date: 11/15/2016

In Control: Audit Committee

**CITY OF SAN ANTONIO
FINANCE DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, CPA, Deputy Chief Financial Officer

COPY: Members of the Audit Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer

SUBJECT: Pre-Solicitation Briefing for External Independent Audit Services

DATE: November 15, 2016

The Finance Department will present a pre-solicitation briefing on November 15, 2016 regarding the External Independent Audit Services Contract which was presented in the Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members. The Charter of the City of San Antonio and Chapter 103 of the Texas Local Government Code require that an annual audit of the City's financial records and accounts be performed by an independent certified public accountant that is licensed in the State of Texas. In addition, the Single Audit Report and PFC Schedule are also required due to Federal and State Grants the City receives.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, audited financial statements, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The required annual audit is to be performed in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants, Government Auditing Standards issued by the Comptroller General of the United States, and Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, State of Texas Single Audit and any other authoritative pronouncements which may be deemed applicable. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the

accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. It will also include a review of the system of internal controls and tests of transactions to the extent necessary. The objective of the audit will be an expression of an opinion the wording of which will be dependent on the facts and circumstances at the date of the reports.