

TOWN OF RIVERHEAD

Resolution # 914

**AUTHORIZES TOWN CLERK TO PUBLISH NOTICE FOR AUDIT SERVICES FOR
TOWN OF RIVERHEAD JUSTICE COURT**

Councilman Wooten offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, it is the Town Board's responsibility to authorize and oversee internal controls of Town government, and

WHEREAS, Uniform Justice Court Act § 2019-a requires that towns annually provide their court records and dockets to be examined and audited to improve accountability and controls over Justice Court finances and records; and

WHEREAS, the Town Board seeks proposals from qualified firms with the requisite experience (size, scope and experience with compliance with reporting/auditing services mandated under the Uniform Justice Court Act § 2019-a) to audit the Town's Justice Court records for the years 2017 through 2019; and

WHEREAS, the Town Board shall request that the Audit Committee, an entity created and established by Resolution #810 adopted on November 1, 2011 and charged with assisting the Town in such matters including, but not limited to, assisting in the audit procurement process and selection of the independent auditor, reviewing the independent audit report, overseeing the internal auditor, and providing an independent forum for the internal auditor to report findings of management fraud, abuse or control override; assist the Town Board and review all of the proposals and make formal recommendation to the Town Board regarding the firm that serves the best interests of the Town.

NOW THEREFORE BE IT RESOLVED, that the Town Clerk is hereby authorized to publish and post the following public notice in the December 21, 2017 issue of the News-Review; and be it further

RESOLVED, that the Financial Administrator is authorized to provide notice to all Accounting and/or Audit firms that have provided same or similar services in the past; and be it further

RESOLVED, the Audit Committee shall review all responses to the Request for Audit Services for Town of Riverhead Justice Court and make formal recommendation to the Town Board; and be it further

RESOLVED, Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk; and be it further

RESOLVED, that the Town Clerk be and is hereby authorized to forward a copy of this resolution to the Office of Accounting.

THE VOTE

Hubbard Yes No Giglio Yes No
Wooten Yes No Dunleavy Yes No
Walter Yes No

The Resolution Was Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

NOTICE FOR AUDIT SERVICES FOR TOWN OF RIVERHEAD JUSTICE COURT

TAKE NOTICE that the Town of Riverhead seeks to enter into a professional services agreement for Audit Services for reporting/auditing services mandated under the Uniform Justice Court Act § 2019-a and requests that all interested firms/companies submit a proposal to the Office of the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York 11901 on or before December 29, 2017 at 12:05 pm. The Town shall only deem those firms or companies with experience in municipal audits, particularly compliance with reporting/audit requirements for Justice Court and firms/companies located within 60 miles of Town Hall.

All proposals/response to the above notice are to be submitted in a sealed envelope bearing the designation **Audit Services for Town of Riverhead Justice Court for 2017-2019** Bids must be received by the Office of the Town Clerk by no later than December 29, 2017 at 12:05 pm.

Please take further notice that the Town Board reserves the right to reject in whole or in part any or all proposals, waive any informality in the proposal, and accept the proposal which is deemed most favorable in the interest of the Town of Riverhead. The Town may decline to accept, deem untimely, and/or reject any response/proposal that is not delivered to the Office of the Town Clerk.

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF RIVERHEAD

Diane M. Wilhelm, Town Clerk