

TOWN OF RIVERHEAD

Resolution # 915

AUTHORIZES TOWN CLERK TO PUBLISH NOTICE FOR ANNUAL AUDIT SERVICES FOR TOWN OF RIVERHEAD

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Hubbard

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

WHEREAS, the Town of Riverhead is looking for proposals for auditing services for 2017 through 2019; said audit services shall include basic financial statements, single audit, and New York State transportation audit for the Town of Riverhead; and

WHEREAS, the audit and all financial statements shall be in accordance with auditing standards generally accepted in the United States of America and all standards applicable to financial audits contained in Government Auditing Standards set forth and issued by the Comptroller General of the United States; and

WHEREAS, the prior audits for the Town of Riverhead may be reviewed and/or obtained from the following web link: <http://www.townofriverheadny.gov>; and

WHEREAS, a qualified firm must have experience auditing a government of similar size and fund structure, including single audit experience and each annual audit must be completed no later than 9 months after year end; 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; and

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 Annual Audit Services for Town of Riverhead 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 ANNUAL AUDIT SERVICES FOR TOWN OF RIVERHEAD

TAKE NOTICE that the Town of Riverhead seeks to enter into a professional services agreement for Audit Services for reporting/auditing services 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 12:10 pm. The Town shall only deem those firms or companies with experience in municipal audits, particularly compliance with reporting/audit requirements for the Town of Riverhead 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 **Annual Audit Services for Town of Riverhead for 2017-2019**. Bids must be received by the Office of the Town Clerk by no later than December 29, 2017 at 12:10 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