

RESOLUTION NO. 30 - 2024

A RESOLUTION TO APPROVE MATLOCK CLEMENTS, P.C. AS THE CITY'S AUDITOR FOR FISCAL YEAR 2023 - 2024 AT A COST NOT TO EXCEED FORTY-TWO THOUSAND DOLLARS (\$42,000) FOR THE STANDARD AND AN ADDITIONAL "SINGLE AUDIT" OF FEDERAL FUNDS EXPENDITURES

WHEREAS the City of Manchester, Tennessee is required by statute to have an annual audit; and

WHEREAS the City of Manchester, Tennessee has reviewed the written proposal of Matlock Clements, P.C., dated August 5<sup>th</sup>, 2024, to perform the city's statutory audit for the period July 1, 2023 through June 30, 2024 and an additional "single audit" of Federal funds expenditures and found said proposal to be advantageous to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester, Tennessee accepts the written proposal of Matlock Clements, P.C., dated August 5<sup>th</sup>, 2024, in an amount not to exceed Forty-Two Thousand Dollars (\$42,000), for its annual statutory audit and an additional "single audit" of Federal funds expenditures.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute a contract on behalf of the City of Manchester.

Resolved this 30 day of October 2024.

  
Anthony Burrows Finance Director

  
Joey Hobbs, Mayor

CITY OF MANCHESTER

COST PROPOSAL – MUNICIPAL AUDIT SERVICES

FOR FISCAL YEAR ENDING JUNE 30, 2024

**Matlock Clements**  
Certified Public Accountants

# Matlock Clements

[www.matlockclements.com](http://www.matlockclements.com)

Certified Public Accountants

270 Glenis Dr., Suite A  
Murfreesboro, TN 37129  
Phone: 615-907-1881  
Fax: 615-907-0357

August 5, 2024

City of Manchester  
Attn: Anthony Burrows, Finance Director  
200 W. Fort Street  
Manchester, TN 37355

**Re: Cost Proposal – Municipal Audit Services**

Dear Leaders of the City of Manchester,

On behalf of all employees of Matlock Clements, P.C., I want to thank you for inviting us to make our Proposal for Contract to Audit Accounts of the City of Manchester for the year beginning July 1, 2023 and ending June 30, 2024.

The following is a summary of the cost proposal format:

1. Proposed Fee Schedule
2. Description of invoicing procedures, including proposed method to ensure accuracy.

We propose to have the final reports completed and delivered to the City of Manchester's administrative office by no later than December 31, 2024, and each November 30 of any subsequent year's extension of the contract.

We are pleased to provide this and any other relevant information concerning our interest and proposal.

Sincerely,



Eric Clements, CPA, CFE

Eric Clements, CPA, CFE • Andy Matlock, CPA

**1. - PROPOSED FEE SCHEDULE**

Our total all-inclusive proposed fee is \$42,000, of which \$10,000 is related to single audit procedures. Our proposed fee includes all costs associated with financial statement preparation.

Our firm is willing to enter into a contract renewable annually for subsequent years if desired. Subsequent year price increases would not exceed 3% from the prior year.

**2. - INVOICING PROCEDURE**

Invoicing occurs when the final audit report is presented by Matlock Clements, P.C. and is accepted by the City of Manchester. The invoice terms are net 30 days.

Ownership of the audit reports shall belong to the City of Manchester, and it is expressly understood that publication of the audit report (in whole or in part) or reference for such audit report shall be at the sole discretion of the City of Manchester.