RESOLUTION NO. 13-2026

A RESOLUTION TO APPROVE MATLOCK CLEMENTS, P.C. AS THE CITY'S AUDITOR FOR FISCAL YEAR 2025 – 2026 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 February 6, 2026, to perform the city's statutory audit for the period July 1, 2025 through June 30, 2026, 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 February 6, 2026, to perform the city's statutory audit for the period July 1, 2025 through June 30, 2026 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 3 day of March 2026.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

CITY OF MANCHESTER

COST PROPOSAL – MUNICIPAL AUDIT SERVICES

FOR FISCAL YEAR ENDING JUNE 30, 2026

Matlock Clements

Certified Public Accountants

Matlock Clements

Certified Public Accountants

www.matlockclements.com

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

February 6, 2026

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, 2025 and ending June 30, 2026.

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

Sincerely,

Eric Clements, CPA, CFE

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.