

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: May 6, 2015
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM A-2: PROPOSED AGREEMENT FOR FY14-15
AUDIT SERVICES – MAHER ACCOUNTANCY

Recommended Action: Approve the Agreement with Maher Accountancy for the audit of MERA's financial statements for fiscal year ending June 30, 2015 at a cost of \$14,850, plus \$850 for the preparation of the Annual 2015 Report of Financial Transactions to the State Controller and authorize the Executive Officer to execute same.

Background: Attached is a copy of the proposed agreement for services from Maher Accountancy to conduct the FY14-15 MERA Annual Audit. The cost quoted reflects a 5.3% increase over last year's base fee. Any special services requested, such as inquires for clarification on debt administration or other related financial accounting advice from Maher Accountancy, will be invoiced at standard hourly rates.

As auditing is a professional service, a formal bid process is not required. While the general practice is to issue an RFP for auditing services every three to five years, continuation of Maher's engagement is appropriate based on his history with the organization, special projects performed successfully for MERA and experience in auditing similar agencies within the County.

ATTACHMENT: Letter of Agreement from Maher Accountancy – April 22, 2015