



MEMORANDUM

Date: July 17, 2024

To: EMSA Board of Trustees
Johna Easley, President & CEO

From: Lora Conger, CFO

Re: External Audit Services

EMSA issued an RFP for external audit services on January 19, 2024, in which EMSA was seeking to engage the services of qualified firms to audit its financial statements for the fiscal year ending on June 30, 2024. The scope of work includes examining financial statements, assessing internal controls, conducting risk analysis, testing transactions, and ensuring compliance. The audits are to be performed in accordance with auditing standards generally accepted in the United States (GAAS).

A single proposal response was received from Allen, Gibbs & Houlik, L.C. (AGH), which is currently engaged in providing services to EMSA. The response is for a three-year engagement for the audit of FY2024, FY2025, and FY2026 with fees between \$49,500 - \$53,500 per fiscal year for the financial statement audit, and \$2,250 for the Federal Awards Opinion. FY2023 fees were \$50,000 including \$2,000 for the Federal Awards Opinion. The total cost of the three-year engagement is \$154,500 for financial statement audits, and \$6,750 for the Federal Awards Opinions.

EMSA Purchasing Policy A3, Section D, requires that all purchases exceeding \$100,000 for professional services must be approved by the EMSA Board of Trustees. EMSA plans to accept AGH's proposal for financial audit services for FY24-FY26.

As such, EMSA is requesting board approval to award the RFP to AGH for a total of \$161,250 and approve the engagement of their services for external audit services.