



City of Dunwoody, Georgia

Cost Proposal to Provide Professional Audit Services

Fiscal Year December 31, 2020 through 2024

Mauldin & Jenkins Certified Public Accountants

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October 7, 2020

City of Dunwoody, Georgia
Attn: Mr. John Gates
4800 Ashford Dunwoody Road
Dunwoody, Georgia 30338

Ladies and Gentlemen:

Mauldin & Jenkins is pleased to submit a qualifications package including cost estimates to provide annual financial and compliance auditing services for City of Dunwoody, Georgia (the "City"). It is our understanding that the City is requesting proposals from qualified firms of certified public accountants to establish a contract for the professional services of a Certified Public Accountant (the "auditor") for financial and compliance audits. The contract for such audit services will be for the fiscal year ended December 31, 2020, with an option for each of the four subsequent fiscal years, subject to annual review and the annual availability of an appropriation for audit services by the City.

As requested by the City, we have enclosed on the following pages an all-inclusive maximum fee for the financial and compliance audit services for the fiscal years noted above. This sealed cost proposal contains all pricing information relative to the performance of the audit. The total all-inclusive maximum price for the fiscal years ending December 31, 2020 through 2024 is as follows:

- 2020 - \$25,000
- 2021 - \$25,500
- 2022 - \$26,500
- 2023 - \$27,000
- 2024 - \$27,500

As a partner at Mauldin & Jenkins, LLC, I am certified and authorized to represent Mauldin & Jenkins, empowered to submit the bid, and authorized to sign a contract with the City. Our total all-inclusive maximum price for providing annual financial auditing services to the City is contained on the following pages. We appreciate the opportunity to propose and we look forward to hearing from you.

Sincerely,

MAULDIN & JENKINS, LLC



Adam M. Fraley, CPA
Partner

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES			
FOR THE AUDIT OF THE 2020 FINANCIAL STATEMENTS			
	Hours	Hourly Rate	Total
Partners	30	\$275	\$ 8,250
Managers	50	180	9,000
Supervisory Staff	100	125	12,500
Staff Professionals	80	110	8,800
Total for Services Described in RFP	<u>260</u>		<u>38,550</u>
Total for services described in Section II E of the RFP			See Notes
Out-of-pocket expenses:			
Meals and lodging			255
Transportation			330
Mauldin & Jenkins discount from standard fees and expenses			<u>(14,135)</u>
Total maximum price for 2020 audit			<u>\$ 25,000</u>
Total Maximum price for years 2021 - 2024 audits:			
	2021	\$	25,500
	2022		26,500
	2023		27,000
	2024		27,500

Important Notes to be Considered:

Note (1) - Special Considerations #1: We understand the City plans to continue to issue a CAFR and submit to the GFOA. Consideration for our review and assistance related to the City’s issuance of a CAFR and submission to the GFOA is included in the cost proposal above.

Note (2) – Special Consideration #2: If it should become necessary for the City to request Mauldin & Jenkins to provide any additional services (such as bond issuances, etc.), then such additional work shall be performed only if set forth in an addendum to the contract between the City and Mauldin & Jenkins. These additional services that are requested by the City, will be billed at our quoted hourly rates.

Note (3) – Special Consideration #3: We understand the City plans to continue to issue the Schedule of Expenditures of Federal Awards and related auditor’s report, as well as the reports on compliance and internal controls separately from the comprehensive annual financial report. There is no additional charge for this.

Note (4) – Special Consideration #4: We traditionally supply our clients with technical accounting and financial reporting updates and advice throughout the year without additional charge, including assistance to comply with new GASB reporting requirements. As noted in our technical proposal, we also currently provide quarterly continuing education classes, free of charge, to our clients. This could amount to approximately \$3,000 of annual savings per person.

Note (5) – Single Audit: The City’s Request for Proposal (RFP) noted the possibility of a Single Audit being required from time to time. In addition to the above quoted fees, the cost for the performance of one major Single Audit program and the separate reporting thereof will be \$3,000.

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MAULDIN & JENKINS



RESOLUTION 2020-XX-XX

A RESOLUTION AMENDING THE BUDGET FOR THE FISCAL YEAR 2020 FOR EACH FUND OF THE CITY OF DUNWOODY, GEORGIA, PURSUANT TO ARTICLE V, SECTION 5 OF THE CHARTER OF THE CITY, BEGINNING JANUARY 1, 2020, AND ENDING DECEMBER 31, 2020, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES, ADOPTING THE ITEM OF ANTICIPATED FUNDING SOURCES, PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS, AND PROHIBITING EXPENDITURES FROM EXCEEDING ACTUAL FUNDING SOURCES

WHEREAS, a proposed amended budget for each of the various funds of the City has been presented to the Mayor and City Council; and

WHEREAS, the Mayor and City Council have reviewed the proposed amendment; and

WHEREAS, each of the funds has a balanced budget, such that anticipated funding sources equal or exceed proposed expenditures; and

WHEREAS, the Mayor and City Council intend to amend the annual budget for the Fiscal Year 2020.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dunwoody, pursuant to their authority, as follows:

Section 1. That the City of Dunwoody, Georgia hereby amends the budget for the Fiscal Year 2020 by amending the existing budget as follows;

Fund:	CARES II Fund	Original	Change	Revised
Revenues	Grant Funding	5,597,957	(322,601)	5,275,356
Expenses	Public Health	633,369	(633,369)	-
	Payroll Expenses	500,000	(421,229)	78,771
	Public Health Measures	616,500	633,367	1,249,867
	Economic Support	1,500,000	-	1,500,000
	Contingency	2,348,088	98,630	2,446,718
	Total	5,597,957	(322,601)	5,275,356

Section 2. That any further increase or decrease in appropriations or revenue of any fund or for any department or project; the establishment of new capital projects other than those exceptions provided for herein, shall require approval of the City Council; and

Section 3. That the City Manager and his/her designee may promulgate all necessary internal rules, regulations, and policies to ensure that this Budget Resolution is followed.

SO RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DUNWOODY, GEORGIA this the 30th Day of November 2020.

Approved:

Lynn P. Deutsch, Mayor

Attest:

Sharon Lowery, City Clerk
Seal

Approved as to Form and Content

City Attorney