

June 22, 2004

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION
FROM: DEB COULTER, EXECUTIVE DIRECTOR
SUBJECT: APPROVAL AUDIT SERVICES

BACKGROUND: The Sutter County Children & Families Commission, in accordance with California state law, shall conduct a yearly audit and report the audit to the State Children and Families First Commission in October 2004. The accountancy corporation of Chipman & Renfrow have been retained by your Commission for FY 01/02 and 02/03 to conduct the annual audit. The audit reports were received in a timely manner and their work for the commission has been satisfactory.

CURRENT PROPOSAL: Chipman & Renfrow Accountancy Corporation have submitted correspondence describing audit objectives, management responsibilities, general audit procedures, audit procedures-internal controls and audit administration information for your consideration. The current proposal is for the audit of general purpose financial statements of the Commission for the years ending June 30, 2004, 2005 and 2006.

RECOMMENDATION: It is the recommendation of the Executive Director that the Commission contract with Chipman & Renfrow Accountancy Corporation for audit services for fiscal years 03/04, 04/05, and 05/06.

IMPACT ON COMMISSION RESOURCES: \$2,500.00 per year

POLICY ACTION REQUESTED: Approval of Executive Director's recommendation.

DC:bd