

Adoption of Auditors FRQ Policy

Motion by; _____ second by; _____

To

Approve

Table

Deny

The policy adopting the Auditors RFQ procedure

Upon Roll Call Vote the following board members responded:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Passed

Failed

Sue Courtade

From: jyoung@upnorthlaw.com
Sent: Wednesday, May 28, 2008 6:39 PM
To: 'Sue Courtade'; pwendling@upnorthlaw.com
Subject: RE: Auditor Policy for approval or recommendations

Glen –

Thanks for sending me the audit policy. It looks good!

James G. Young
Attorney at Law
mobile: 231 288-7700

From: Sue Courtade [mailto:ebtclerk@chartermi.net]
Sent: Wednesday, May 28, 2008 3:28 PM
To: jyoung@upnorthlaw.com; pwendling@upnorthlaw.com
Subject: FW: Auditor Policy for approval or recommendations

From: Glen Lile [mailto:ebtsupervisor@chartermi.net]
Sent: Wednesday, May 28, 2008 3:01 PM
To: Sue Courtade
Subject: FW: Auditor Policy for approval or recommendations

Sue,
Please add to consent calendar, also send to attorney.

Glen

From: Trustee Friend [mailto:trusteefriend@charterinternet.com]
Sent: Tuesday, May 27, 2008 10:13 PM
To: Glen Lile
Subject: Auditor Policy for approval or recommendations

Glen,

Please submit the attached for approval and/or suggestions at the next board meeting. Let me know if you have any questions or comments.

Thanks,
Beth

Auditor

Request for Qualifications (RFQ) Policy

The East Bay Charter Township Board shall submit a Request for Qualifications (RFQ) for audit services every four years.

The RFQ process shall be conducted in January following each four year election and shall be for audit services for the fiscal year in which the process is conducted. For example, RFQ's will be requested January 2009 following the November 2008 election and will cover the audit years of 2009 through 2012.

The township shall publicize the acceptance of qualifications through various means. These may include, but are not limited to, posting on the township's web site, notification placed in a locally circulated newspaper and postings in any pertinent industry journals or listservs. The Township Board may ask specific audit firms to submit a statement of qualifications.

This process and its timing will accomplish several goals:

- A rotation of auditors every four years will insure new oversight and opinion of township financial records and statements.
- A newly elected township board will have the opportunity to select the auditors they determine are competitive and offer the best service and expertise to the township.
- The routine RFQ process will encourage competitive pricing options and service delivery available to the township.
- In the event officials change with the election, this will provide continuity to the township helping to eliminate a significant learning curve as current auditor staff will work with newly elected officials to complete the audit in the year in which they were elected.