

CHAPTER 18 (Revised 9/7/04)

AUDIT

Sections:

1. Conformity to generally accepted accounting principles.
2. Annual financial statement.
3. Compliance with audit requirements.
4. Choosing an auditor.

Section 1. Conformity to generally accepted accounting principles

City record keeping and accounting practices shall conform to generally accepted accounting principles. To help assure this conformity city administrative staff shall inform the council of training opportunities that may arise and office equipment and supplies required. The council shall make reasonable efforts to provide training and proper equipment and supplies for city administration.

Section 2. Annual financial statement

The treasurer shall prepare and submit for review and approval of the council an annual financial statement. The statement shall contain the same basic information and accounts as the treasurer's monthly financial report.

Section 3. Compliance with audit requirements

The city shall comply with federal and state audit and record keeping requirements, including the requirements of the federal and state Single Audit Acts.

Section 4. Choosing an auditor

At such times as the city is required to have compliance, financial, program, or other audits performed by a Certified Public Accountant the city shall prepare a Request for Proposal and advertise for the most qualified firm to conduct the audit. The council shall choose an auditor from the respondents to the Request for Proposal after comparing the qualifications of the respondents, the services offered to be performed, and the overall costs of the audit.