Lisbon Town and School

Ron Smith <rsmith@rhrsmith.com>

Wed 6/26/2024 9:53 AM

To:Glenn Michalowski <GMichalowski@lisbonme.org>;Samantha Bryant <sbryant@lisbonme.org>
Cc:Karen Olivieri <kolivieri@rhrsmith.com>

1 attachments (332 KB)
LISBONTO, SAEL, FY24.pdf;

Hey Glenn

Please find attached the FY 24 engagement letter with the FY 24 scope of services

As discussed, thank you to you and Samantha for sharing your concerns with the timeliness of audits and listening to us on how to produce the audit more timely going forward and better communication throughout the process

The following is what we propose:

1) To begin FY 24 audit process and field work immediately with a signed audit agreement attached.
2) To produce a draft report of the FY 24 audit no later than December 1st each year and final copy by December 31.
3) To work with Samantha on reconciling matters through the year and have progress check ins every 3 weeks
4) To participate in a Council meeting forum on FY 23 audit and listen to concerns raised by Council and management on the audit process and answer any questions

We've all experienced growing pains in the services we provide but we really look forward to getting this relationship pointed in the right direction and continuing on a "prove it" 1 year contract

Let me know if you have any questions



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