

A G E N D A

**Special Meeting
South Stormont Town Hall
Thursday, August 25, 2016
9:00 A.M.**

Call to Order

Confirmation of Agenda

Disclosure of Pecuniary Interest

Approval of Minutes

Delegations

Staff Reports

- St. Andrews West Fire Hall Construction
- Authorize Auditor to Complete 2015 Financial Information Return

Discussion of Additional Items

Unfinished Business

Closed Meeting

Adjournment by Resolution

Township of South Stormont
ACTION REQUEST



To: Council
Date of Meeting: August 25, 2016
Subject: Professional Services

Recommendation:

That Council authorizes BDO Canada LLP, Chartered Professional Accountants, complete the 2015 Financial Information Return (FIR) at the additional amount of \$4,500.

Summary:

Through Action Request Report No. F-16-2015, dated October 14, 2015, Council approved a one year term for 2015 audit services with BDO LLP in the amount of \$16,500. To-date, we have paid \$15,000 plus HST for the services provided by BDO LLP. Their original quotation included an amount of \$750 for the "review and comments" only for 2015 FIR. At this time, the township requires the entire completion of the 2015 Financial Information Return (FIR) and therefore, a revised quote in the amount of \$4,500 along with the timeline of August 31 has been received from BDO LLP.

Our office has not formally requested any additional quotes for the completion of this work. The reason this has not been pursued is because it is our understanding that the majority of the requirements for the FIR is supported by the work already completed in the Financial Statement. BDO LLP has completed and reported the Township of South Stormont's 2015 Financial Statement (FS) and therefore, the preparation of the FIR would be a continuation or natural flow through of the work completed to-date.

Furthermore, from a timely perspective, the township auditors are required to file the completed 2015 Financial Statement and Financial Information Return by May 31, 2016. The township will experience financial holdbacks until such time that both of these documents are filed with the Ministry of Municipal Affairs and Housing.

Options:

1. That Council authorizes BDO Canada LLP, Chartered Professional Accountants, to complete the 2015 Financial Information Return (FIR) for \$4,500. The 2016 professional fees budget is able to support this additional expense. This is the recommended option.
 2. That Council not authorize these professional services, and refer the matter back to staff for an alternate solution.
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Other Consulted:

Mike Samson and Rebecca Russell

Respectfully submitted:
Betty de Haan, CMO
Chief Administrative Officer