



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: AUGUST 6, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER *RA*

SUBJECT: CONSIDER ENGAGEMENT LETTER WITH ROGERS, ANDERSON, MALODY & SCOTT LLP (RAMS) FOR AGREED-UPON PROCEDURES CONCERNING THE USE OF CITY-ISSUED CREDIT CARDS FOR PERIOD ENDING JUNE 30, 2020

MEETING DATE: AUGUST 26, 2020

SUMMARY RECOMMENDATION:

It is staff's recommendation to enlist the services of the City's independent auditors, Rogers, Anderson Malody & Scott LLP (RAMS) to perform an agreed-upon procedures engagement concerning the use of City-issued credit cards for the period ending June 30, 2020. The cost of this engagement is estimated at between \$3,500 to \$5,000.

BACKGROUND:

The City of Calabasas (City) is currently in the first year of a five-year agreement with RAMS to conduct the City's annual audit and produce the Comprehensive Annual Financial Report (CAFR). The City Council and management staff have expressed concerns regarding the use of City-issued credit cards for purchases by City staff. Staff contacted RAMS and have enlisted their services to perform an agreed-upon procedures (AUP) engagement to review these credit card transactions.

DISCUSSION/ANALYSIS:

This AUP engagement is estimated to cost between \$3,500 and \$5,000. City staff recommends the Council approve the AUP engagement. These procedures will be performed by RAMS during the normal course of the annual audit. The AUP report will be presented to the City Council along with the CAFR and other audit reports in January 2021.

FISCAL IMPACT/SOURCE OF FUNDING:

The amount is estimated at between \$3,500 and \$5,000 for this agreed-upon procedures engagement.

REQUESTED ACTION:

That the City Council authorize the City Manager to approve and sign the agreed-upon procedures letter from RAS.

ATTACHMENTS:

RAMS Agreed-Upon Procedures Letter, dated August 5, 2020