



310 Mill Street
P.O. Box 160
Van Meter, Iowa 50261-0160

Telephone: 515-996-2644
www.vanmeteria.gov

Date: June 9, 2017
To: Qualified CPA/Audit Firms
From: Jacob Anderson, City Administrator
Re: Request for financial audit and annual examination proposals

Dear Qualified CPA/Audit Firms:

The City of Van Meter is soliciting proposals from qualified CPA/Audit firms for both an annual examination and an annual financial audit. Enclosed are the request for proposals recommended by the Auditor of State's Office for both procedures.

While it is staff's recommendation that the City perform a full financial audit, the City Council wants to see options for both procedures. The City Council will review the proposals received by July 14, 2017 at 4:30p.m. and award a contract for either an audit or an examination at their regular business meeting on July 20, 2017.

If you have any questions please do not hesitate to contact me directly at (515) 996-2644.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "J R Anderson", is written over a light blue horizontal line.

Jacob R. Anderson
City Administrator