

TOWN OF RIVERHEAD

Resolution # 913

**AUTHORIZES TOWN CLERK TO PUBLISH NOTICE FOR AUDIT SERVICES FOR  
TOWN OF RIVERHEAD COMMUNITY PRESERVATION FUND**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, it is the Town Board's responsibility to authorize and oversee internal controls of Town government; and

**WHEREAS**, according to New York Town Law §64-e, the Town of Riverhead is required to conduct an annual independent audit of the Community Preservation Fund; and

**WHEREAS**, the audit shall be performed by a certified public accountant other than the one that performs the general audit of the Town's finances, and such audit shall be an examination of the fund to determine whether the fund has been administered consistent with the provisions of Town Law §64-e and all other applicable provisions of state law, and

**WHEREAS**, the Town Board seeks proposals from qualified and certified public accountants with the requisite experience (size, scope and experience with compliance with reporting/auditing services mandated under the NY Town Law §64-e) to audit the Town's Community Preservation Fund for the years 2017 through 2019; and

**WHEREAS**, the Town Board shall request that the Audit Committee, an entity created and established by Resolution #810 adopted on November 1, 2011 and charged with assisting the Town in such matters including, but not limited to, assisting in the audit procurement process and selection of the independent auditor, reviewing the independent audit report, overseeing the internal auditor and providing an independent forum for the internal auditor to report findings of management fraud, abuse or control override; assist the Town Board and review all of the proposals and make formal recommendation to the Town Board regarding the certified public accountant or public accountant firm that serves the best interests of the Town.

**NOW THEREFORE BE IT RESOLVED**, that the Town Clerk is hereby authorized to publish and post the following public notice in the December 21, 2017 issue of the News-Review; and be it further

**RESOLVED**, that the Financial Administrator is authorized to provide notice to all certified public accountants or accounting and/or audit firms that have provided same or similar services in the past; and be it further

**RESOLVED**, the Audit Committee shall review all responses to the Request for Audit Services for Town of Riverhead Community Preservation Fund and make formal recommendation to the Town Board; and be it further

**RESOLVED**, Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk; and be it further

**RESOLVED**, that the Town Clerk be and is hereby authorized to forward a copy of this resolution to the Office of Accounting.

**THE VOTE**

Hubbard Yes No      Giglio Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

## TOWN OF RIVERHEAD

### NOTICE FOR AUDIT SERVICES FOR TOWN OF RIVERHEAD COMMUNITY PRESERVATION FUND

**TAKE NOTICE** that the Town of Riverhead seeks to enter into a professional services agreement for Audit Services for reporting/auditing services mandated under the New York Town Law §64-e and requests that all interested firms/companies submit a proposal to the Office of the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York 11901 on or before December 29, 2017 at 12:00 noon. The Town shall only deem those firms or companies with experience in municipal audits, particularly compliance with reporting/audit requirements for the Community Preservation Fund and firms/companies located within 60 miles of Town Hall.

All proposals/response to the above notice are to be submitted in a sealed envelope bearing the designation **Audit Services for Town of Riverhead Community Preservation Fund for 2017-2019** Bids must be received by the Office of the Town Clerk by no later than December 29, 2017 at 12:00 noon.

Please take further notice that the Town Board reserves the right to reject in whole or in part any or all proposals, waive any informality in the proposal, and accept the proposal which is deemed most favorable in the interest of the Town of Riverhead. The Town may decline to accept, deem untimely, and/or reject any response/proposal that is not delivered to the Office of the Town Clerk.

BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD

Diane M. Wilhelm, Town Clerk