

To: The Honorable Town Board

From: Megan K. Wnek, CPA  
Director of Finance

Date: December 3, 2018

Re: Professional Auditing Services  
Request for Proposals

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Kindly authorize the Director of Finance to prepare a request for proposal for the performance of audit services for the fiscal years ending December 31, 2018, 2019 and 2020 with two option years.

The following is a list of key dates up to, and including, the date proposals are due to be submitted:

Request for proposals to be issued:	December 4, 2018
Due date for inquiries :	December 14, 2018
Due date for proposals	December 18, 4:00 pm