



TOWN OF WEST SENECA

MEGAN K. WNEK, CPA
DIRECTOR OF FINANCE

TOWN SUPERVISOR
GARY A. DICKSON
TOWN COUNCIL
WILLIAM BAUER
JOSEPH J. CANTAFIO
JEFF PIEKAREC
WILLIAM P. HANLEY

TO: Honorable Town Board / Town of West Seneca

FROM: Megan K. Wnek, CPA
Director of Finance

DATE: August 17, 2020

RE: Professional Auditing Services
Request for Proposals

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, 2020, 2021 and 2022.

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:	August 18, 2020
Due date for inquiries:	September 8, 2020 4:00 pm
Due date for proposals:	September 11, 2020 4:00 pm