

**COUNTY OF MILWAUKEE**  
**Inter-Office Communication**

**Date:** March 4, 2019

**To:** Supervisor Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors

**From:** Jennifer Folliard, Director of Audits

**Subject:** Report from the Director of Audits, submitting for passive review, the Third Amendment to the 2015 Professional Service Agreement with Baker Tilly for assistance with preparation of the 2018 CAFR.

Issue

Per Wis. Stat. §59.52(31), contracts with a value of at least \$100,000 but no greater than \$300,000 require County Board passive review. In accordance with this statute, the Director of Audits is submitting the Third Amendment to a 2015 Professional Service Agreement with Baker Tilly Virchow Krause for passive review.

Background

The Comptroller's Central Accounting Division is charged with preparing the County's Comprehensive Annual Financial Report (CAFR). In recent years, depending on the resource needs in the Central Accounting Division, the County's external audit firm, Baker Tilly, has been contracted to assist with preparation of the CAFR. Due to several factors, including the level of involvement by the Accounting Manager with the ERP project, a recent transfer of the Accounting Supervisor to another department, and the temporary leave of another staff member, the Central Accounting Division is significantly short-handed.

To obtain resources needed to prepare the County's 2018 CAFR, the Comptroller's Office is seeking an amendment to the contract with Baker Tilly, which would increase it by \$45,000 from \$70,000 to \$115,000 and extend it to December 31, 2019.

Recommendation

This contract amendment is being submitted for passive review only. The contract amendment would increase the Professional Service Agreement with Baker Tilly by \$45,000 from \$70,000 to \$115,000 and extend it to December 31, 2019.

Fiscal Impact

A fiscal note form is attached.



Jennifer Folliard, Director of Audits

JF/PG/cah

Attachment

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cc: Scott B. Manske, CPA, Milwaukee County Comptroller  
County Supervisor James "Luigi" Schmitt, Chair, Finance and Audit Committee  
Finance and Audit Committee Members  
Chris Abele, Milwaukee County Executive  
Teig Whaley-Smith, Director, Department of Administrative Services  
Joseph Lamers, Director, DAS-Office of Performance, Strategy & Budget  
Rick Norris, Director, DAS-Community Business Development Partners  
Kelly Bablitch, Chief of Staff, County Board Staff  
Raisa Koltun, Chief of Staff, Office of the Milwaukee County Executive  
Steve Cady, Research & Policy Director, Office of the Comptroller  
Janelle Jensen, Legislative Services Division Manager, Office of the County Clerk  
Shanin Brown, Committee Coordinator, Office of the County Clerk