



**Town of Kill Devil Hills**  
**Finance Department**  
P.O. Box 1719  
Kill Devil Hills, NC 27948

MEMORANDUM

March 8, 2021

To: Debbie Diaz, Town Manager

From: Beverly Kissinger, Finance Director  
Charlene Allen, Assistant Finance Director

RE: June 30, 2021 Audit

It is time for us to contract with our auditor for the 2020/2021 fiscal year. The three-year audit proposal with Potter and Company, PA CPA's that was recommended for the 2019/2020 fiscal year was \$35,000 and included a CPI inflationary increase for years two and three. The proposed fee for FY 2021 is \$35,700 which includes an inflationary increase of 2%.

We were pleased with the overall audit engagement with Potter & Company and are recommending a continuation of their auditing services. Bob Taylor, Managing Partner, and his senior level staff performed the majority of the audit and were on-site 85-95% of the time. They adequately staffed and utilized their resources to assure prompt and professional service. They provided a comprehensive and efficient audit with minimal distraction to staff. Their firm policy is to assign staff members who have previous experience on the engagement each year.

Having the Town commit to a continuation of service will allow the Town to maintain a very competitive audit rate and continue a seamless audit experience.