

**FACT SHEET****CITY OF SHREVEPORT, LOUISIANA****TITLE**

A Resolution authorizing the Mayor to execute an Agreement between the City of Shreveport and Carr, Riggs & Ingram, LLC for the purpose of an external audit of the City for fiscal year January 1, 2023, through December 31, 2023, and to otherwise provide with respect thereto.

**DATE**

December 21, 2023

**ORIGINATING DEPARTMENT**

City Council / Internal Audit

**COUNCIL DISTRICT**

City-wide

**SPONSOR**

City Council Audit and Finance Committee

**PURPOSE**

The City is required to have an annual external audit of its financial statements by an independent CPA firm in accordance with City Charter, state law, and other applicable requirements.

**BACKGROUND INFORMATION**

The existing contract with the external financial auditor expired for fiscal year 2022. Code of Ordinances Section 2-35 provides that the Audit and Finance Committee has responsibility to recommend to the full city council an independent auditor to conduct the city's annual financial audit. A Request for Proposal was issued on September 15, 2023 to select the external auditor. Two (2) firms responded to the RFP. The Audit and Finance Committee evaluated the two proposals and recommends Carr, Riggs & Ingram, LLC, to perform the external audit. The contract period is one year, and renewable at the option of the City Council, for an additional three years on a year-by-year basis.

**TIMETABLE**

Introduction: December 21, 2023

Final Passage: January 9, 2024

**ATTACHMENTS**

Exhibit "A" *Letter Agreement, Contract, and PFC Letter*

**SPECIAL PROCEDURAL REQUIREMENTS**

NA

**FINANCES**

\$280,000

**SOURCE OF FUNDS**

General Fund, CDBG, WIA, Airport, Water & Sewerage, and Various Other Funds

**ALTERNATIVES**

(1) Adopt the resolution as submitted, or (2) Amend the resolution, or (3) Reject the resolution.

**RECOMMENDATION**

It is recommended that the City Council adopt the resolution.

**FACT SHEET PREPARED BY:**

Leanis L. Steward  
City Internal Auditor

RESOLUTION NO. \_\_\_\_\_ OF 2024

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF SHREVEPORT AND CARR, RIGGS & INGRAM, LLC FOR THE PURPOSE OF AN EXTERNAL AUDIT OF THE CITY FOR FISCAL YEAR JANUARY 1, 2023, THROUGH DECEMBER 31, 2023, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.**

**BY: COUNCILMEMBER    Audit and Finance Committee**

**WHEREAS**, the City is required by Shreveport [City Charter Section 4.28](#) to cause to have accomplished an annual financial audit of the City; and

**WHEREAS**, Carr, Riggs & Ingram, LLC agrees to conduct an audit of the City in accordance with the requirements of the City Charter and applicable law; and

**WHEREAS**, external audit firms are normally selected by the City for four years with one year contracts executed for each of those four years; and

**WHEREAS**, the engagement of Carr, Riggs & Ingram, LLC best meets the needs of the City.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Shreveport, Louisiana, in due, regular and legal session convened, that:

It hereby selects Carr, Riggs & Ingram, LLC as the City's External Auditor and authorizes the Mayor to execute an Agreement between the City of Shreveport and Carr, Riggs & Ingram, LLC for the fiscal year January 1, 2023 through December 31, 2023, relative to the authorization granted herein, substantially in accord with the draft thereof which was filed for public inspection in the Office of the Clerk of Council.

**BE IT FURTHER RESOLVED** that if any provision or item of this Resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this Resolution which can be given effect without the invalid provisions, items or applications and to this end the provisions of this Resolution are hereby declared severable.

**BE IT FURTHER RESOLVED** that all Resolutions or parts thereof in conflict herewith are hereby repealed.

**THUS DONE AND RESOLVED** by the City Council of the City of Shreveport, Louisiana.

**APPROVED AS TO LEGAL FORM:**

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City Attorney's Office