***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **5 MINS** | **Meeting Date:** | **10/07/2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Diane Olson, Auditor-Controller** | **Phone:** | **530-842-8078** |
| **Address:** | **311 4th Street, RM 101, Yreka, CA 96097** |
| **Person Appearing/Title:** | **Diane Olson, Auditor-Controller** |
| **Subject/Summary of Issue:** |
| Approval of a contractual agreement for state mandated outside auditing services with Vasquez & Company, LLP CPA’s for fiscal years 2024/2025, 2025/2026, & 2026/2027. FY 2024/2025 will be audited and paid for in FY 2025/2026 with a not to exceed of $60,000.00, FY 2025/2026 will be audited and paid for in FY 2026/2027 with a not to exceed of $62,000.00 and FY 2027/2028 will be audited and paid for in FY 2028/2029 with a not to exceed of $64,000.00. The total not to exceed amount of the contract will be $186,000.00. There is an option to extend this contract for two years at the end of the first three years of the contract.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $186,000 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 101050 | Description: | Special Auditing |
| Account: | 723000 |  | Description: | Pro. Services |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* **This vendor was selected through the RFP process.**  |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Board of Supervisors approve the contract with Vasquez & Company, LLC CPA’s in the amount of $60,000.00 for FY 2024/2025, $62,000.00 for FY 2025/2026, and $64,000.00 for FY 2026/2027 with a total not to exceed amount of $186,000.00.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021