

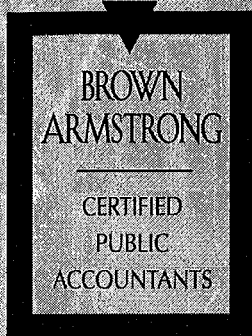
Date: February 19, 2020
To: Board of Retirement
From: James Wilbanks, Executive Director
Subject: Agreement with Brown Armstrong CPAs for Independent Financial Audit Services

The three year term of the Brown Armstrong CPAs for Independent Financial Audit services was complete with the delivery of the 2019 Audit received by the Board in December 2019. The Financial/Investment Officer and I have been pleased with the effort of Brown Armstrong and their level of support for MCERA.

In recognition of the impending Staff transition, and other work plan priorities, I asked Rosalva Flores of Brown Armstrong, CPAs to submit proposed terms for a new three year engagement. That proposal is attached for your review. Notably, these proposed fees are similar to the fees in the original engagement term.

In light of these facts and the fact that the proposal continues the service at a similar fee, I recommend the Board approve the proposed terms with the following motion:

“Madam Chair, I move approval of the agreement with Brown Armstrong CPAs for Independent Financial Audit Services for a three year term.”



BROWN ARMSTRONG

Certified Public Accountants

RECEIVED

FEB 06 2020

**Mendocino County Employees
Retirement Association**

February 4, 2020

Mr. James Wilbanks
Retirement Administrator
Mendocino County Employees Retirement Association (MCERA)
625-B Kings Court
Ukiah, California 95482

Dear Mr. Wilbanks:

Our three (3) year contract ended with the completion of the June 30, 2019 audit. MCERA has been a valued client of Brown Armstrong since 2017 and we hope to continue that relationship. I am pleased to provide a renewal proposal to MCERA to provide audit services for the fiscal years ending June 30, 2020, 2021 and 2022. As your current auditors, we feel we are uniquely qualified to continue to provide you with the level of service you expect from your auditors and continuing to be a resource by providing assistance on new GASB pronouncements, assistance on technical matters as they arise, and continuing to work with MCERA's staff in implementing best practices. As a result of our past professional relationship, we fully understand the work to be performed. We are committed to continue to perform the highest quality work within your stated time frame.

The contractual fees for the June 30, 2019 audit were \$37,000 and \$4,200 for assistance with drafting of the annual financial report (AFR). We propose a total not-to-exceed maximum price as follows:

	Fiscal Year End June 30, 2020	Fiscal Year End June 30, 2021	Fiscal Year End June 30, 2022
Audit	\$37,000	\$37,000	\$37,000
Drafting assistance AFR	4,200	4,200	4,200
Total not-to-exceed maximum price	\$41,200	\$41,200	\$41,200

**BAKERSFIELD OFFICE
(MAIN OFFICE)**

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Mr. James Wilbanks
Retirement Administrator
Mendocino County Employees Retirement Association (MCERA)
Page Two
February 4, 2020

We have truly enjoyed working with you and your staff. We are looking forward to continue serving you.
If you accept this proposal, please sign the enclosed copy and return it to us in the enclosed envelope.

Sincerely,

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION



By: Rosalva Flores

RAF:asm

I:\data\Word\PROPOSAL\2020\Retirements\Mendocino CERA\Mendocino CERA proposal letter.docx

RESPONSE:

We agree with this proposal.

By: _____

Title : _____

Date: _____