CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 9864 **DATE** 12-5-24

TITLE

Resolution Accepting a Contract for Audit Services with Zelenkofske Axeford, LLC

WHEREAS, the City of Williamsport has issued a contract for professional auditing services for the years ending December 31, 2022 & 2023.

WHEREAS, Zelenkofske Axeford, LLC has provided the contract in the amounts of $94,175 (2022) and $94,175 (2023) for auditing services.

WHEREAS, the terms and the responsibilities of Zelenkofske Axeford, LLC are explained and listed in the contract.

WHEREAS, the City Council of the City of Williamsport shall have the right to terminate the agreement with written notification prior to November 30th of any years of the agreement for unsatisfactory performance of the scope of the proposal.

BE IT FURBER RESOLVED, that the appropriate City Officials will execute this contract with Zelenkofske Axeford, LLC.

Axelrod

Approved

City Clerk

President

Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

PROPOSAL TO PROVIDE
PROFESSIONAL AUDITING SERVICES FOR
CITY OF WILLIAMSPORT
FOR THE YEARS ENDING
DECEMBER 31, 2022 and 2023

DOLLAR COST BID

ZELENKOFSKE AXELROD LLC
830 SIR THOMAS COURT
SUITE 100
HARRISBURG, PA 17109
PHONE: (717) 561-9200
FAX: (717) 561-9202

NOVEMBER 27, 2024

CONTACT PERSON -- **KIMBERLY STANK, CPA, CGMA**
PARTNER
kstank@zallc.org
(717) 561-9200 x5016

Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

November 27, 2024

Ms. Margaret J. Woodring
City Controller
City of Williamsport
245 West Fourth Street
Williamsport, PA 17701

Dear Ms. Woodring:

We have submitted our Technical Proposal to provide audit services to City of Williamsport ("City") for the years ending December 31, 2022 and 2023 in a separately sealed envelope as required by the Request for Proposal ("RFP").

The proposed total all-inclusive maximum fee for 2022 and 2023, including out-of-pocket expenses, is as follows and detailed on the following pages in the required format:

Year	Total
2022	$94,175
2023	$94,175

Should it become necessary for the City to request us to render any additional services to either supplement the services requested in this RFP or to perform additional work or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and our firm. Interim billings shall cover a period of not less than one calendar month.

I, Kimberly Stank, as signer of this letter, am authorized to represent the firm, empowered to submit this bid and authorized to contract with the City of Williamsport. Please feel free to contact me if you have any questions or additional needs. We look forward to committing the resources of our firm to the services of City of Williamsport.

Sincerely,

Kimberly Stank, CPA, CGMA
Partner

Kimberly Stank, CPA, CGMA, Partner
Zelenkofske Axelrod LLC
830 Sir Thomas Court, Suite 100
Harrisburg, PA 17109
Phone: (717) 561-9200 ext. 5016
Fax: (717) 561-9200
Email: kstank@zallc.org

Attachment A

CITY OF WILLIAMSPORT
COST PROPOSAL FORM

Year	General Fund	CDBG Fund	Fire Pension	Police Pension	O&E Pension	Remaining Funds	TOTAL FEE
2022: Government Wide Financial Statement, includes: Audit of "Government-wide" financial statements Audit of fixed assets and related depreciation Management's Discussion & Analysis	$25,125	$13,400	$11,250	$11,250	$8,050	$25,100	$94,175
2023: Government Wide Financial Statement, includes: Audit of "Government-wide" financial statements Audit of fixed assets and related depreciation Management's Discussion & Analysis	$25,125	$13,400	$11,250	$11,250	$8,050	$25,100	$94,175