



# Technical Proposal for External Auditing Services

City of League City (RFP NO. 24-028)

May 9, 2024

John DeBurro | Partner, Assurance Services

Weaver and Tidwell, L.L.P. | 4400 Post Oak Parkway, Suite 1100 | Houston, TX 77027

713.297.6930 | [john.deburro@weaver.com](mailto:john.deburro@weaver.com)



**RFP 24-028**  
**External Auditing Services**

**Proposal Cover Sheet**  
**Due Date: Thursday May 9, 2024 at 2:00pm**

Weaver and Tidwell, L.L.P.			
Name of Firm/Company			
John DeBurro		Partner	
Agent's Name (Please Print)		Agent's Title	
4400 Post Oak Parkway, Suite 1100   Houston, TX 77027			
Mailing Address	City	State	Zip
713.297.6930		john.deburro@weaver.com	
Telephone Number		Email Address	
[Signature]		05/03/2024	
Authorized Signature		Date	

**Proposal Submission Checklist**

Proposal submission package shall consist of the following:

- ☒ Proposal Cover Sheet
- ☒ Proposal (If hard copy submitted: one marked original, one marked copy and a flash drive)
- ☒ Proposal Cost Sheet (Include TAB A, TAB B, TAB C, TAB D)
- ☒ Bid Bond (If Applicable)
- ☒ Public Information Act Form
- ☒ Conflict of Interest Questionnaire
- ☒ House Bill of 89 Verification

**Proposal Certification and Addenda Acknowledgement**

Proposer must initial next to each addendum received to verify receipt:

Addendum #1 [Initials] Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_  
Addendum #4 \_\_\_\_\_ Addendum #5 \_\_\_\_\_ Addendum #6 \_\_\_\_\_

The information contained herein is provided only for the use of the intended recipient for the intended purpose, includes confidential and trade secrets information, and may be protected from disclosure by law or privilege. Unless otherwise noted, information is provided as of May 9, 2024, and is subject to subsequent revision based on changes of circumstances. Distribution is prohibited.



# CONTENTS

**TAB A: Qualifications and Experience..... 3**

**TAB B: Project Methodology ..... 16**

**TAB C: Pricing and Fees..... 28**

**TAB D: References ..... 29**

**TAB E: Forms (Attachment A) ..... 30**

The information contained herein is provided only for the use of the intended recipient for the intended purpose, includes confidential and trade secrets information, and may be protected from disclosure by law or privilege. Unless otherwise noted, information is provided as of May 9, 2024, and is subject to subsequent revision based on changes of circumstances. Distribution is prohibited.



May 9, 2024

City of League City  
Purchasing Department, City Hall  
300 West Walker Street  
League City, TX 77573

**RE: Proposal for Professional Auditing Services (RFP #24-028)**

To Whom It May Concern at the City of League City:

In today's environment, the City of League City (the City) faces increasing pressure from all sides: Citizens, businesses and employees alike all have demands for enhanced access and services, taxpayers are pushing for added transparency, and oversight bodies continue to change and expand reporting requirements.

Meeting all these pressures involves budgetary and operational complexity, plus one nearly priceless commodity: time. Often tasked with trying to do more with less, your financial operations staff need a firm that can support them year-round.

**That's where Weaver comes in.**

With nearly 75 years of experience serving government entities, clients know they can count on us to provide annual financial audits that offer real value beyond compliance. We'll leverage our experience to your benefit, making the audit as easy as possible for you while offering relevant, practical suggestions for improving the efficiency and effectiveness of your financial processes overall.

With this proposal, Weaver and Tidwell, L.L.P. (Weaver) commits to providing the City with external auditing services for the three fiscal years ending September 30, 2024, 2025 and 2026, with the option for two additional one-year renewals.

**Our commitment to you means more than the bare minimum:** Our goal is to help you meet your operational challenges with ease by providing you with real value beyond mere compliance.

In addition to completing your audit on time and with the fewest possible demands on your staff, we'll also help you navigate changes in guidance and best practice and lay the foundation for achieving your longer term operational and strategic objectives.

**Working with Weaver**

Key benefits of working with Weaver include:



**Experience with Government Entities.** With more than 300 government clients – including 12 of the top 200 largest cities in the U.S. – Weaver professionals understand the complexities of governmental accounting, federal funding requirements and the nuances of financial reporting. We have the insight to facilitate a more efficient audit, to fully understand your reporting requirements and risks, and to provide recommendations that are truly customized to your needs, resources and constraints.

**300+**  
Government clients  
annually

**40+**  
Cities & towns

**100+**  
Local/regional  
entities

**50+**  
School districts

**35+**  
State agencies

**100+**  
Entities receiving a  
single audit

**50+**  
GFOA award  
recipients



**In-Depth Knowledge of Audit Standards.** Our professionals understand the complexities and nuances of single audit requirements, Government Finance Officers Association (GFOA) recognition standards, the impact of GASB Statements **and all the other small audit details that are so important for your financial reporting.**



**Leveraging Information Technology.** Complementing our knowledge of audit standards and procedures is **our in-depth understanding of the systems used by government entities.** At any point in the engagement, we can call on our IT Advisory Services group to assist the engagement team with reacting to complex IT issues, closing loopholes in our understanding of IT controls or performing a high-level IT internal assessment to inform our audit procedures.



**High-Quality Work and On-Time Delivery.** Weaver stays on schedule and on budget. Our technology, including remote working capabilities, commitment to communication and robust quality assurance and management practices give us the ability to remain flexible, tackle challenges head-on and complete engagements on time.



**Commitment to Ongoing Communication.** Frequent, effective and honest communication is critical to a successful audit. Your partner and engagement team leadership provide much more than oversight and accountability during the audit — **we remain highly accessible throughout the year as questions arise.**



**Large-Firm Resources, Personal Service.** Our industry leaders hold active positions in key industry groups, such as the American Institute of Certified Public Accountants (AICPA) State and Local Government Expert Panel and Governmental Audit Quality Center (GAQC). This bench of knowledgeable government professionals means we can support the City by providing **thought leadership on upcoming industry changes and complimentary Continuing Professional Education (CPE) tailored to your needs.**

### **We Want to Work with You**

Our goal is to provide you with more than just a financial audit. We want to offer the support you need year-round to maintain your accounting operations with efficiency, accuracy and security.

---

On the pages that follow, we outline how Weaver won't just meet your deadlines, **but will exceed your expectations.**

---

I confirm that I am an authorized individual that can contractually bind the firm. If you have any questions regarding this proposal or any other matter, please contact me at any time.

Sincerely,

John DeBurro, CPA | Partner, Assurance Services  
713.297.6930 | john.deburro@weaver.com

## TAB A: Qualifications and Experience

### 1. Meet Weaver

Founded in 1950, Weaver has been providing assurance and advisory services to government entities for more than seven decades.

With 21 offices from coast to coast, and more than 1,700 professionals, we're committed to helping our government clients meet regulatory requirements, but we also bring a long-term perspective to help them improve their operations and services. By helping clients build mature, strategic processes and governance, we position them to effectively address problems, flag potential issues, such as fraud or loss, and achieve compliance.

**At Weaver, there are no "one-size-fits-all" solutions. We combine leading technical knowledge with specific industry experience to provide highly customized services tailored to each client's needs.**

#### Industries

- ▶ Government
- ▶ Not-for-profit
- ▶ Higher Education
- ▶ Real Estate
- ▶ Construction
- ▶ Hospitality & Entertainment
- ▶ Health Care
- ▶ Professional Services
- ▶ Private Equity
- ▶ Insurance
- ▶ Technology
- ▶ Blockchain & Digital Assets
- ▶ Alternative Investments
- ▶ Financial Services
- ▶ Banking
- ▶ Manufacturing
- ▶ Distribution & Logistics
- ▶ Oil & Gas
- ▶ Energy Transition & Renewables

#### Services

- Advisory Services**
  - ▶ Risk Advisory Services
  - ▶ IT Advisory Services
  - ▶ Digital Transformation & Automation
  - ▶ Government Consulting Services
  - ▶ Asset Management Consulting
  - ▶ Accounting Advisory Services
  - ▶ Transaction Advisory Services
  - ▶ Valuation Services
  - ▶ Forensic & Litigation Services
  - ▶ Family Office Services
- Assurance Services**
  - ▶ Audit, Review & Compilation
  - ▶ Agreed-Upon Procedures
  - ▶ Employee Benefit Plan Audit
  - ▶ SOC Reporting
  - ▶ Attestation Services
  - ▶ IFRS Assessment & Conversion
- Tax Services**
  - ▶ Federal Tax
  - ▶ State & Local Tax
  - ▶ International Tax
  - ▶ Personal Client Services



Our goal is to balance both high development with high performance to meet the long-term goals of each individual, team and our firm, and every person plays a part. Our core values drive everything we do at Weaver — the way we work, the way we operate and the way we serve our clients.

#### Our Core Values



Take initiative. Lead. Always think about how we can improve.



Do work you're deeply proud of, as if Weaver were your business.



Act with integrity, no matter what.



Strive to transcend client expectations, always.



Be adaptable and innovative in all that you do.



Help each other succeed at work and in life.



Respect everyone for who they are and what they contribute, no matter how different.

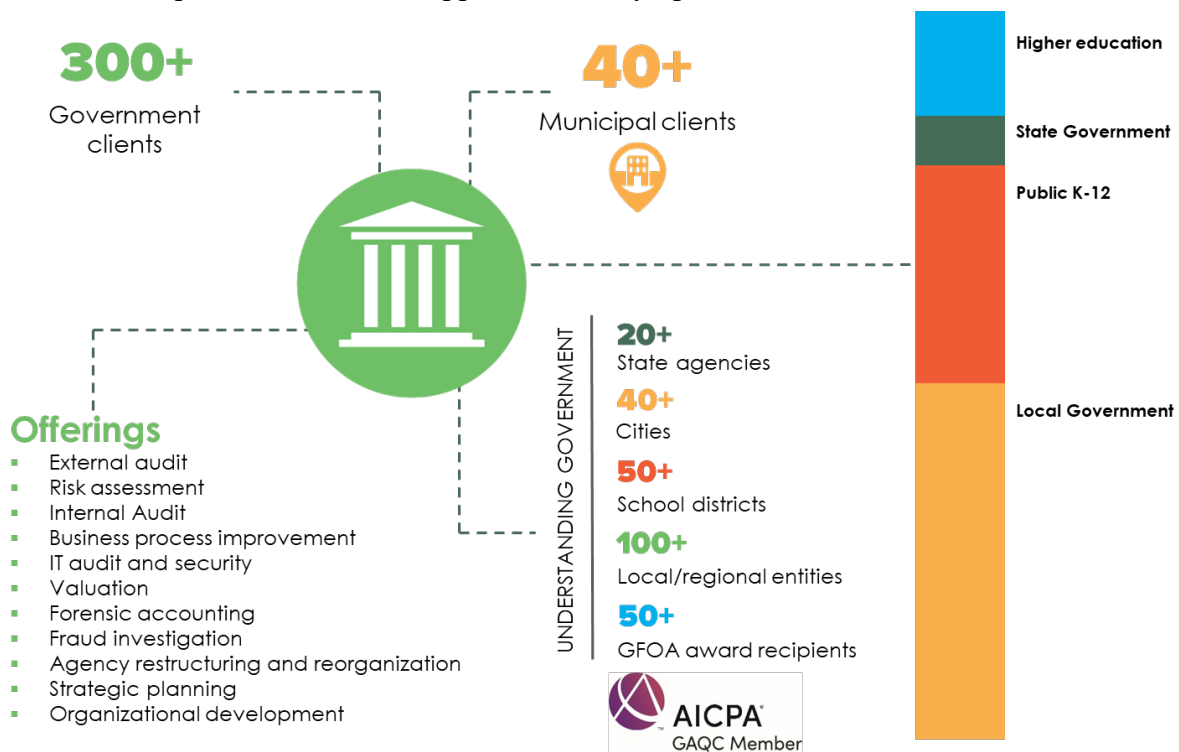


Keep perspective: Be passionate and diligent, and have fun.

## Size of the Governmental Audit Staff

With more than seven decades of experience meeting the assurance and advisory needs of government entities, including some of the nation's largest cities, school districts and state-funded entities, Weaver understands the complexities of your financial operations, the challenges and risks specific to municipalities and the nuanced compliance requirements you must meet.

Weaver's dedicated government, higher education and not-for-profit audit practice is one of the largest industry practices in the firm, with more than 170 professionals focused on the specific needs of these clients. We meet you where you are with customized services and flexible, scalable, multidisciplinary teams, and we never lose sight of our clients' need to be effective stewards of the public dollars that support their daily operations.



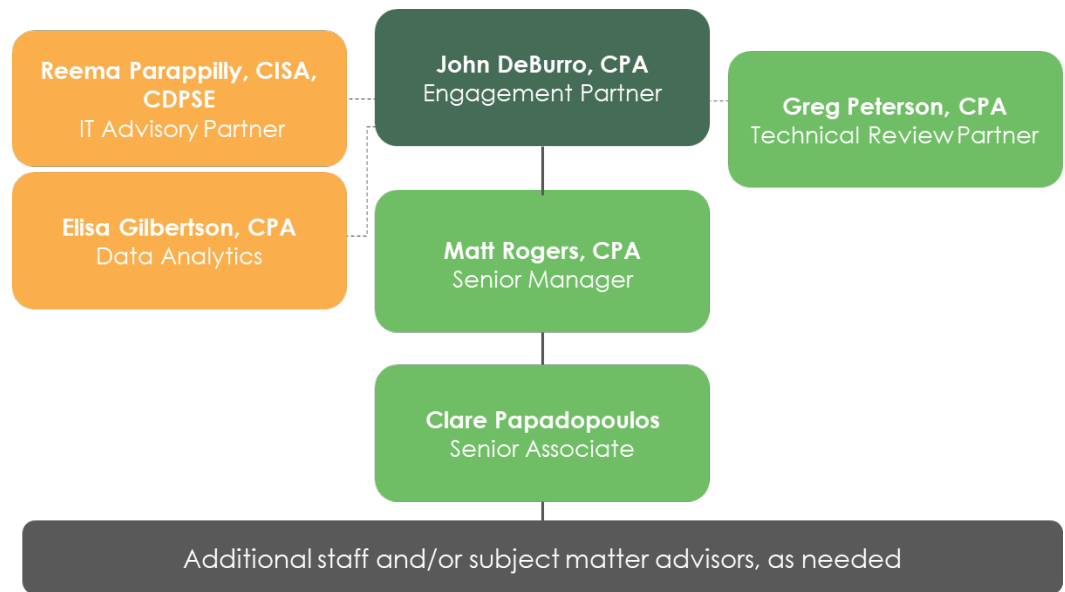
Weaver leaders participate in key standard-setting bodies, including the **AICPA** Council, State & Local Government Expert Panel and Government Audit Quality Center (GAQC), and the **GFOA** Special Review Committee.

## 2. & 3. Proposed Audit Team

Weaver takes a function-specific approach to engagement staffing. We focus on leveraging the right resources at the right times, ensuring that teams are assigned based on the specific tasks required during each of the audit phases, as well as the timing of those tasks.

The individuals depicted in the organization chart below have been chosen specifically for their understanding of municipal operational structures and financial reporting requirements.

Qualifications for key team members, including information regarding educational background, government audit experience, CPE for the past three years, as well as yellow book CPE and memberships in professional organizations relevant to the performance of this audit are provided on the pages that follow.



## Involvement in Professional Organizations

Working with Weaver means not just confidence in the result of your annual financial audit, but also year-round access to well-informed industry leaders who are literally just a phone call away.

With our years of experience serving government entities and involvement in standard setting bodies, **our professionals will work with your engagement team to make sure you have access to industry insights**, often even alerting you before major changes happen and using this head start to efficiently and accurately coach you through potential issues.

Specific memberships and positions held by firm leaders include:

- ▶ Member, GFOA and its Special Review Committee
- ▶ Member, Government Finance Officers Association of Texas (GFOAT) and its Financial Reporting and Regulatory Response Committee
- ▶ Member, AICPA, its GAQC and its State & Local Government Expert Panel
- ▶ Member, Texas Society of Public Accountants (TXCPA) and its Professional Standards Committee Government Subgroup, TXCPA
- ▶ Member, Texas Association of School Business Officials (TASBO)

## GFOA and ACFR Experience

Nine Weaver staff members, including your proposed engagement partner, currently serve on the GFOA's Special Review Committee, which evaluates ACFRs for eligibility with Certificate of Achievement Program requirements.



Weaver has 50+ clients that submit and receive the GFOA Certification of Achievement.



For clients who submit Annual Comprehensive Financial Report of the GFOA, one of our GFOA Special Review Committee members reviews the financial statements to ensure they meet the standards to be recognized.

### Continuing Professional Education (CPE)

The firm's CPE policy complies with the revised government auditing standards requirement regarding formal education for professionals responsible for planning, conducting or reporting on government audit engagements. All audit team members have met, and will continue to meet, the generally accepted government auditing standards (GAGAS) requirement for CPE, which is 80 hours of CPE every two years, with a minimum of 20 hours of CPE in each year of that period and at least 24 hours relating to governmental audit environment.

Weaver provides extensive customized, in-house training on government audit standards and firm audit methodologies every year. Representative annual CPE courses offered to the proposed audit staff include:

- ▶ State and Local Government Audit Planning Considerations
- ▶ Single Audit (includes financial statement and UG internal control requirements)
- ▶ Ethics: An Overview for Texas CPAs
- ▶ Sampling and Revenue Testing Training
- ▶ Governmental Accounting and Financial Reporting

This internal training is supplemented by external classes, workshops, seminars and conferences as needed to meet CPE requirements and specific client needs.



---

All staff assigned to your engagement comply with requirements for professionals who plan, conduct or report on government audit engagements

---

### Team Continuity

Personnel shake-ups happen frequently in many firms, creating broken and segmented teams, and resulting in the loss of important intrinsic knowledge. We understand how frustrating it is to get a team member up to speed only to learn that they'll be rotated off the engagement.

---

Our people are the foundation of our business and the core of everything we do. The quality of our staff directly translates to the quality of our work for clients. As a result, **we take employee retention and continuity very seriously.**

---



Although no firm is immune to the factors that lead to turnover and rotation, Weaver makes continuity of a cohesive, stable engagement team a service priority throughout a client relationship. When our engagement teams do rotate or change, we take steps to quickly bring new members up to speed on the client relationship and engagement, facilitating an efficient transition. This is a true differentiator for Weaver.

## Your Engagement Team



### **John DeBurro, CPA | Partner, Assurance Services**

John has more than 20 years of experience leading audits for municipalities and other governmental entities. He manages annual financial audits for entities with government-wide net positions in excess of \$500 million, prepares audit reports for numerous entities that receive the GFOA award and researches proper accounting for complex transactions to assist clients with the implementation of new accounting standards. With John's extensive government and not-for-profit experience, he is a sought-after speaker for industry conferences and trainings.

### **Representative Clients**

- City of Coppell
- City of the Colony
- City of Denton
- City of Frisco
- City of Greenville
- City of Keller
- City of Lewisville
- City of McKinney
- City of Midlothian
- City of Murphy
- City of Southlake
- City of W. University Place
- City of Wylie
- Town of Fairview
- Town of Little Elm
- Town of Trophy Club
- Town of Westlake
- Frisco ISD
- Plano ISD
- Waco ISD
- Alvin ISD
- Allen ISD
- Highland Park ISD
- Coastal Water Authority
- Texas Municipal Power Agency (TMPA)
- Reeves County
- Trophy Club Municipal Utility District
- Dallas County Reclamation District
- Irving Flood Control Districts I and III
- Texas Coalition for Affordable Power

### **Professional Involvement, Certifications and Education**

- Member, TXCPA and Chair of its Professional Standards Committee Government Subgroup
- Member, AICPA, GFOA and the GFOA Special Review Committee
- Member, (GFOAT) and its Financial Reporting and Regulatory Response Committee
- Member, Planning Committee, Texas School Districts Annual Accounting and Auditing Conference and Chair of the Government and Single Audit Conference
- Master of Science, New Hampshire College
- Bachelor of Business Administration, University of New Hampshire

### **Representative Presentations and Publications**

- "2023 OMB Compliance Supplement" – TXCPA Single Audit and Government Accounting and Auditing Conference
- "2021 GASB Update," Weaver Wednesdays – Government CPE Series Webinar

- “How State and Local Governments Can Use Recent Influx of Coronavirus Recovery Funds under the ARPA,” Weaver Blog
- “Webinar: GASB 87- Your Roadmap to Implementation,” Weaver Webinar
- “GASB Accounting & Audit Update” - Weaver CPE Day
- “Audit: The Process and The Players” - North Central Texas Council of Governments (NCTCOG)
- “Wading Through GASB and Diving Deep into OPEB” - TXCPA School District Accounting and Auditing Conference



Strive to  
transcend client  
expectations,  
always.

---

**John says: “My favorite core value is *Strive to transcend client expectations, *always.** Great customer service is a difference-maker. If we don’t take care of our clients, someone else will!”**

---



### **Greg Peterson, CPA | Partner, Assurance Services**

Greg has more than 19 years of experience in public accounting for governmental entities. He has extensive experience managing complex audits, including those with single audits over federal funds, as well as performing accounting research for complex transactions and assisting in implementing new accounting standards. Additionally, he serves several clients who receive the GFOA Certificate of Achievement for Excellence in Financial Reporting.

#### **Representative Clients**

- City of League City
- City of Odessa
- City of Missouri City
- City of Tomball
- City of Jasper
- City of Woodbranch Village
- Orange County
- Cypress-Fairbanks ISD
- Tomball ISD
- Klein ISD
- Alvin ISD
- Barbers Hill ISD
- Stafford MSD
- Region 4 Education Service Center
- Montgomery Central Appraisal District
- Montgomery County Hospital District
- Lone Star College

#### **Education, Certifications and Professional Involvement**

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, Texas Society of Certified Public Accountants (TXCPA) and its School District Conference Committee
- Bachelor of Science, finance, Tarleton State University, summa cum laude

#### **Representative Presentations and Publications**

- “GASB 84 and 97 Standards: Digging Into Fiduciary Activities and Component Unit Criteria,” Weaver Wednesdays – Government CPE Series Webinar
- “Financial Statement Audits - Are You Ready?” – Region 4 Fiscal Compliance and Funding Conference
- “Single Audit Preparation” – Region 4 Fiscal Compliance and Funding Conference
- “GASB Update” – Weaver CPE
- “GASB & Super Circular Update” – Weaver CPE
- Advanced Government Training “GASB and Yellow Book Update” – WT University



**Greg says:** “My favorite core value is **Be adaptable and innovative in all that you do.** When faced with challenge, sometimes finding the best solution requires thinking outside of the box. My favorite part of the day is when I can help one of my clients or team members solve a problem in a way that turns a stressful situation into an opportunity for improvement.”





**Matt Rogers, CPA | Senior Manager, Assurance Services**

Matt has audited cities, special districts, school districts, counties and other government and not-for-profits since 2012. He is skilled in applying single audit, GAGAS and SAS guidelines, as well as preparing ACFRs that meet GFOA requirements. His experience includes complex accounting research and development of work papers that assist staff and clients in meeting reporting requirements and helping with proficiency. Matt has provided continuing education sessions for the Texas Association of School Business Officials (TASB) and the Texas Municipal League.

**Representative Clients**

- City of Conroe
- City of Corpus Christi
- City of Hempstead
- City of Tomball
- Austin ISD
- Houston ISD
- Cypress-Fairbanks ISD
- Pasadena ISD
- Klein ISD
- Grand Prairie ISD
- Pflugerville ISD
- College Station ISD
- Bryan ISD
- Education Service Center Region 6

**Education, Additional Certifications and Professional Involvement**

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, Texas Society of Certified Public Accountants (TXCPA)
- Member, Government Finance Officers Association (GFOA)
- Certified Public Accountant, Texas
- Bachelor of Business Administration, accounting, Sam Houston State University, summa cum laude



Strive to  
transcend client  
expectations,  
always.

---

**Matt says: “My favorite core value is *Strive to transcend client expectations, always*. I enjoy working with my clients to reassure them that I am giving them the best service that I’m capable of.”**

---



### **Elisa Gilbertson, CPA | Senior Manager, Assurance Services**

Elisa has broad experience in both public accounting and in-house financial management. She has managed financial reporting for a governmental entity with almost \$600 million in annual expenditures. She has also performed financial audits and single audits for clients with budgets nearing \$2 billion.

Elisa leverages her understanding of financial statements and her skills in advanced data analytic techniques to help clients review and reconcile very large data sets. She has assisted cities, school districts, utilities and a state Department of Economic Development unit with identifying and isolating areas of inconsistency, error and fraud. Her team uses a client-specific, phased approach to analytics to support management in assessing its adherence to policies and potential issues in internal control. Elisa's work has identified errors and/or fraud in payroll, expenditures, state funding and other high-risk areas.

### **Representative Client Experience**

- City of Allen
- City of Anna
- City of Bedford
- City of Benbrook
- City of Bryan
- City of Cleveland
- City of Colleyville
- City of Conroe
- City of Copperas Cove
- City of Corpus Christi
- City of Euless
- City of Fort Worth
- City of Frisco
- City of Garland
- City of Georgetown
- City of Grand Prairie
- City of Irving
- City of Jasper
- City of League City
- City of Lubbock
- City of McAllen
- City of Missouri City
- City of Murphy
- City of Odessa
- City of Port Arthur
- City of Rowlett
- City of Saginaw
- City of Southlake
- City of Splendora
- City of The Colony
- City of West University Place
- City of Wylie

### **Professional Involvement, Certifications and Education**

- Member, TXCPA, Wisconsin Society of Certified Public Accountants (WICPA) and AICPA
- AICPA Advanced Single Audit Certification
- Master of Public Accountancy, international emphasis, and Bachelor of Business Administration, accounting and finance, University of Wisconsin-Whitewater



Help each other  
succeed at work  
and in life.

**Elisa says:** “My favorite core value is **Help each other succeed at work and in life.** We’re here to get to know our clients and help them be successful. All interactions should be approached with an open mindset and the awareness that we don’t know what others might be going through.”



### **Reema Parappilly, CISA, CDPSE | Partner, IT Advisory Services**

Reema has more than 19 years of experience in providing IT advisory services. Her focus includes IT internal audits, Sarbanes-Oxley compliance, external audit support and continuous controls monitoring.



She has experience in performing IT risk assessments and executing IT internal audit plans, including strategic electronic asset management, database administration (Oracle, SQL Server, MySQL), cloud governance, cloud computing and security, cybersecurity framework, data loss prevention, remote technology (post-COVID assessment), IT general controls and system implementations. She also leads compliance engagements, including annual documentation of controls design and testing.

Through all of her engagements, Reema works to help clients balance compliance with organizational resource restrictions and to educate process owners, so they can make better decisions regarding internal controls.

#### **Representative Clients**

- City of Houston
- City of Midland
- City of Corpus Christi
- Houston ISD
- Conroe ISD
- Austin Community College District
- College of the Mainland
- Lee College
- Texas Department of Insurance
- Texas Department of Licensing and Regulation
- Employees Retirement System of Texas
- Texas Lottery Commission
- California State Teachers' Retirement System
- State Board of Administration of Florida
- Washington State Department of Retirement Systems
- Los Angeles County Employees Retirement Association
- San Diego County Employees Retirement Association
- IBM Cloud

#### **Professional Involvement, Certifications and Education**

- Member, Information Systems Audit and Control Association (ISACA), IIA, Insurance Accounting and Systems Association (IASA), Cloud Security Alliance (CSA) and AFCOM International
- CISA and Certified Data Privacy Solutions Engineer (CDPSE)
- Master of Science, information systems technology and Bachelor of Business Administration, finance and information systems, George Washington University



Strive to transcend client expectations, always.

**Reema says: “My favorite core value is *Strive to transcend client expectations, always*. Approaching engagements and clients with curiosity and thoughtfulness allows our teams to not just achieve the engagement objective, but also to educate our clients.”**

**Clare Papadopoulos | Senior Associate, Assurance Services**

Clare has three years of experience in public accounting for Texas municipalities, school districts, and employee benefit plans. She is skilled in applying single audit, GAGAS and GAAS guidelines, as well as assisting in the preparation of financial statements and ACFRs. As an audit senior associate, Clare is responsible for performing audit fieldwork, including preparing work papers and preparing financial statements.

**Representative Client Experience**

- City of Corpus Christi
- Barbers Hill ISD
- Region 4 Education Service Center
- Orangefield ISD
- Cypress-Fairbanks ISD
- Leon ISD

**Education and Certifications**

- Master of Science, Accountancy, University of Houston Bauer College of Business
- Bachelor of Arts, Psychology, University of Houston
- Currently meets continuing professional education required by generally accepted government auditing standards and Texas State Board of Public Accountancy



## 4. Similar Engagements with other Government Entities

Our dedicated government practice is one of the largest industry practices in the firm and has the experience you need to provide continued excellence in service.

We provide audit and advisory services for more than 300 government entities each year, and as such, providing information on all clients would be space prohibitive. The following is a sample list of relevant clients whom we have served in similar engagements in the past 60 months.

Client	Partner	Scope of Work	Hours	Contact	Dates
<b>City of Bryan</b>	Laura Lambert	Financial statement audit, single audit and various agreed upon procedures	1,000	William Smith wsmith@bryantx.gov 979.209.5089	2009 – 2018, 2022 – present
<b>City of West University Place</b>	John DeBurro	Financial statement audit, single audit and various agreed upon procedures	550	Marie Kalka mkalka@westutx.gov 713.662.5816	2018 - present
<b>City of Lewisville</b>	John DeBurro	Financial statement audit, single audit and various agreed upon procedures	700	Dave Erb derb@cityoflewisville.com 972.219.3775	1995 – 2008; 2013 - present
<b>City of Wylie</b>	John DeBurro	Financial statement audit, single audit and various agreed upon procedures	500	Melissa Beard melissa.beard@wylitexas.gov 972.516.6122	2008 – present

“I’m pleased with our team of auditors. They’re pleasant to work with, efficient, courteous and professional. When I have a question, they take time to explain the answer. If they don’t know the answer, they research and get back with me.

– Weaver Municipal Client



## Representative Government/Government-Funded Clients



**MUNICIPALITIES.** City of Austin | City of Allen | City of Bedford | City of Bryan | City of Buda | City of Burleson | City of Cedar Park | City of Colleyville | City of Coppell | City of Corpus Christi | City of Crockett | City of Dallas | City of Denton | City of Euless | City of Fort Worth | City of Frisco | City of Garland | City of Georgetown | City of Grand Prairie | City of Houston | City of Irving | City of Lewisville | City of Lubbock | City of McAllen | City of McKinney | City of Midland | City of Missouri City | City of Moore, OK | City of Murphy | City of Odessa | City of Plano | City of Rowlett | City of Saginaw | City of Spring Valley Village | City of Southlake | City of Sugar Land | City of Tomball | City of the Colony | City of Watauga | City of West University Place | City of Wylie | Town of Highland Park | Town of Fairview | Town of Little Elm | Town of Prosper



**LOCAL/REGIONAL ENTITIES.** County of San Mateo, CA | Guadalupe County, TX | Maricopa County, AZ | Midland County, TX | Orange County, CA | Parker County, TX | Pecos County, TX | Williamson County, TX | Los Angeles City Employees' Retirement System | Los Angeles County Employees Retirement Association | San Diego County Employees Retirement Association | Brazos Valley Council of Governments | Houston-Galveston Area Council | Bexar Appraisal District | Ector County Appraisal District | Montgomery Central Appraisal District | Odessa Development Corporation | Austin Water | Brushy Creek Regional Utility Authority | Coastal Water Authority | Dallas County Park Cities Municipal Utility District | Dallas County Utility and Reclamation District | Fort Bend County MUD 58 | Irving Flood Control District | Midland County Fresh Water Supply District No. 1 | Orlando Utilities Commission | North Texas Municipal Water District | Tarrant Regional Water District | Trinity River Authority | John Wayne Airport | Capital Metropolitan Transportation Authority | Dallas Area Rapid Transit (DART) | Metropolitan Transit Authority of Harris County | North Texas Tollway Authority | Orange County Transportation Authority | Port of Corpus Christi | Trinity Metro | Medical Center Health System | Montgomery County Hospital District



**STATE GOVERNMENT.** California Public Employees' Retirement System | California State Lottery Commission | California State Teachers' Retirement System | Cancer Prevention & Research Institute of Texas | Employee Retirement System of Texas | ERCOT | Lower Colorado River Authority | Mississippi Department of Environmental Quality | Nevada Department of Education | North Dakota Retirement and Investment Office | Office of the Governor | Economic Development & Tourism Office, TX | Service Oklahoma | State Bar of Texas | State Board of Administration of Florida | State of North Dakota Retirement & Investment Office | Tennessee Emergency Broadband Authority | Texas Board of Law Examiners | Texas Council for Developmental Disabilities | Texas Credit Union Commission | Texas Department of Information Resources | Texas Department of Insurance | Texas Department of Licensing & Regulation | Texas Department of Motor Vehicles | Texas Department of State Health Services | Texas Emergency Services Retirement System | Texas General Land Office | Texas Health and Human Services Commission | Texas Higher Education Coordinating Board | Texas Lottery Commission | Texas Medical Board | Texas Municipal Retirement System | Texas Permanent School Fund | Texas State Auditor's Office | Texas State Board of Pharmacy | Texas State Library & Archives Commission | Texas Veterans Commission | Texas Water Development Board | Texas Windstorm Insurance Association



**K-12 EDUCATION.** Aldine ISD | Alvin ISD | Barbers Hill ISD | Birdville ISD | Boerne ISD | Bryan ISD | Burleson ISD | Clear Creek ISD | College Station ISD | Conroe ISD | Cypress-Fairbanks ISD | Dallas ISD | Dayton ISD | Richardson ISD | Round Rock ISD | Fort Worth ISD | Frisco ISD | Grand Prairie ISD | Hempstead ISD | Highland Park ISD | Houston ISD | Hurst-Euless-Bedford ISD | Irving ISD | Jasper ISD | Keller ISD | Klein ISD | Liberty ISD | New Caney ISD | Onalaska ISD | Plano ISD | Shepherd ISD | Splendora ISD | Rockwall ISD | Tarkington ISD | Tomball ISD | Waco ISD | Region 4 Education Service Center | Region 6 Education Service Center | Region 11 Education Service Center



**HIGHER EDUCATION.** Alamo Colleges District | Austin Community College District | Blinn College | College of the Mainland | Dallas Baptist University | Del Mar College | Kilgore College | Lamar State Orange College | Lamar University | Lee College | Lone Star College | Lubbock Christian University | St. Petersburg College | Tarleton State University | Tarrant County College District | Texas A&M University System | Texas A&M University – Bryan/College Station | Texas A&M – Commerce | Texas A&M – Corpus Christi | Texas A&M International University | Prairie View A&M University | Texas Christian University | Texas Southern University | Texas State University | Texas Woman's University | Tyler Junior College | University of Houston – Clear Lake | University of Massachusetts | University of North Texas Health Science Center | University of Texas System | University of Texas at Arlington | University of Texas at Dallas | University of Texas at El Paso | University of Texas at San Antonio | University of Texas Permian Basin | UT MD Anderson Cancer Center | UT Southwestern Medical Center | University System of New Hampshire

## TAB B: Project Methodology

### 1. Audit Timeline

Throughout the audit, our decisions are guided by two simple goals: what will best serve your needs, and what will produce the highest quality yet most efficient audit. Ours is a big picture approach. We take the time to consider how your operations and accounting processes relate to your internal control systems and the responsibilities of your existing personnel.

We'll also discuss our planned audit procedures with management, weighing the benefits/efficiency of existing controls and determining the degree to which they can be leveraged to reduce the level of effort, without compromising quality.

An overview of key segments of our methodology and estimated timeline aligned with what the City described in the RFP is provided below. As part of our planning stage, we'll meet with management to develop a final, mutually agreed-upon timeline and take into account any changes to the City's priorities, risks and goals as necessary. Additional non-audit resources, such as IT Advisory Services, will be consulted as needed; however, such hours are not expected to be a significant proportion of the total and are therefore not represented below.

PHASE	KEY PURPOSE AND ACTIVITIES	STAFF	TIMING	HOURS
<b>Planning &amp; Risk Assessment</b>	We will understand your priorities and risks, finalize the audit plan, and compile document requests.	Partner, Senior Manager, Senior Associate	Upon award	50
<b>Control Documentation &amp; Preliminary Fieldwork</b>	We will document and test, as applicable, internal controls, determine compliance for major programs (as applicable) and identify key risks.	Partner, Senior Manager, Senior Associate, Associates	Late July/ Early August	80
<b>Final Fieldwork</b>	We will perform substantive testing and data analysis, prepare work papers and communicate any identified issues.	Partner, Senior Manager, Senior Associate, Associates	Completed by December 31	380
<b>Financial Review &amp; Quality Control</b>	We will compile our draft report, perform technical reviews, confirm findings with management and incorporate feedback, as applicable; draft ACFR provided for review.	Partner, Senior Manager, Senior Associate, Associates	Completed by January 31	90
<b>Reporting</b>	We will deliver final reports and other deliverables to management, and present results, as applicable. Final ACFR presented.	Partner, Senior Manager, Senior Associate	February/ March, as requested	
				Total: 600

## 2. Number and Nature of Engagement Staff

Part-time leadership resources for this engagement include:

- ▶ **John DeBurro, CPA, Engagement Partner**, will be the engagement partner for the City, providing guidance and quality review for the annual audit and serving as an ongoing resource for the City throughout the course of the contract
- ▶ **Greg Peterson, CPA, Technical Review Partner**, will be responsible for technical review
- ▶ **Elisa Gilbertson, CPA, Data Analytics**, will provide data analytics services as required
- ▶ **Reema Parappilly, CISA, CDPSE**, will provide IT advisory services as needed

Full-time resources include:

- ▶ **Matt Rogers, CPA, Senior Manager**, will provide oversight of the audit team and ensure work proceeds on time and within budget
- ▶ **Clare Papadopolous, Senior Associate**, will be responsible for performing day-to-day fieldwork and supervision of the Associates
- ▶ **1-2 Associates, as needed**, will perform day-to-day fieldwork under the supervision of the Senior Associate and Senior Manager

### Assistance from Personnel

We understand that your staff oversees a large enterprise; our objective is to allocate only those tasks to the City that will result in the greatest cost-efficiency overall.

During the engagement planning process, we'll jointly determine and outline assistance needed from personnel, including schedules and information as well as time and availability during the engagement to answer questions, etc. For all requests for information, we'll give staff adequate lead time to prepare the requested materials. We will provide our request list at least one month in advance of fieldwork.

## 3&4. Audit Methodology, Strategies and Methods

Weaver's audit methodology is designed to be collaborative, comprehensive and efficient, with guidance from your engagement partner throughout.

Rather than a one-size-fits all approach, we shape and customize our strategies and procedures to your specific circumstances.

### Communication Approach

Throughout each engagement, and our entire relationship with you, Weaver will communicate openly and often. Your Weaver team will hold the following meetings with management and, when appropriate, with those charged with governance:

- ▶ A planning meeting to discuss any prior services and learn your expectations for the upcoming engagement
- ▶ Entrance and exit conferences at the beginning and conclusion of fieldwork
- ▶ Progress conferences during fieldwork to discuss work in progress and open items
- ▶ Presentations of the final report for key stakeholders, as needed



We'll use these communications to:

- ▶ Provide technical updates and discuss the impact on your organization
- ▶ Learn about changes in your forward-looking strategies as we look to the next season
- ▶ Understand your overall satisfaction to date

We'll continue to keep you informed of any significant events that arise during the engagement. Whenever there's a question or a potential issue, we'll bring it to your attention, seek your confirmation of the data and ask about any relevant circumstances; we encourage you to do the same.

---

Through open communication, our objective is to eliminate surprises while providing an efficient, effective engagement.

---



### Mid-Year Consultations

Calling us with questions at the beginning of an engagement can save significant time at the end. At Weaver, we consider ourselves your auditor all year round, not just during the audit season.

We do more than accept questions throughout the year — we encourage you to reach out to us whenever you need to. Year-round consultations with your engagement partner and manager will be provided to you at no additional cost.

Weaver hosts virtual Government CPE Training that includes hot topics for financial and accounting leaders. Our sessions cover the latest compliance requirements and GASB updates as well as timely topics impacting government operations such as cybersecurity, fraud prevention and digital transformation. Weaver's most recent series is available for viewing on the [Weaver website](#).



---

In addition to timely thought leadership via blogs and webinars, Weaver also publishes two podcasts, *Weaver: Beyond the Numbers — The Business of Government* and *Weaver: Beyond the Numbers — Government Impact* for government leaders.

---

### Protecting Your Information

Weaver is always mindful of our responsibility to manage confidential personal and financial data. We've created a comprehensive array of procedures rooted in industry-standard best practices and systems to protect client and firm information.

To start, physical security measures include secured doors in our offices and workstations that lock automatically. Any printed documents are kept in secured areas, and unneeded documents are regularly collected in locked containers for shredding.

We diligently require data security reports from third-party vendors. We monitor how third parties protect our data, and make sure we know where our data is stored.

In-house cybersecurity measures include two-factor authentication and encrypted laptops, hard drives and email. Weaver also enforces mandatory encryption of all removable media (i.e., USB drives). These are some examples of exhaustive procedures we follow to make sure client data remains secure. Additional details regarding IT and security policies are available upon request.

---

Weaver's industry-leading data safeguards — such as two-factor authentication — exceed government requirements for protecting information managed by state agencies.

---



## Hybrid Work Plan: Efficient and Integrated

While being in person has historically been the most efficient way to work, the past few years have shown that Weaver is equally effective at working remotely.

For the City, we'll plan to conduct our procedures both at your physical location and from our home offices. This will allow us to be onsite for shorter periods of time to obtain the information and documentation we need, and then return to our offices to complete our work, allowing your team to focus on their daily job responsibilities.

Weaver has developed robust, efficient remote workflows and tools that enable us to complete even very large, complex engagements efficiently, effectively, on time and on budget. Some of these practices leverage technology, while others are based on specific processes for performing walkthroughs, testing controls, documenting findings and communicating with clients.

## Key Activities



### Phase 1: Planning & Risk Assessment

To start, our team will meet with you to understand your operations and processes, compile our document request list, provide access to our client portal, identify and confirm potential risks and calculate a preliminary estimate of materiality.

Finally, we'll develop key parameters for the audit, including:

- ▶ Audit objectives
- ▶ Staffing and responsibilities, including manager and partner supervision
- ▶ Application of analytical procedures
- ▶ Schedules and hour budgets by audit area
- ▶ Materiality levels used for planning
- ▶ A risk assessment of internal controls

In developing our audit plan, we'll consider aspects of your operations that could affect the audit scope and approach, such as your organizational structure, governing laws and regulations, annual budget and sources of revenue, number of employees and any significant events during the past year that might have affected your financial processes.

### BEYOND THE AUDIT

What makes Weaver different? We strive to provide ongoing value beyond mere “check the box” compliance, including:

- ▶ A knowledgeable engagement team that will alert you to pending changes and coach you through them
- ▶ Professionals at every level who understand government auditing and accounting standards and the special requirements of governmental entities
- ▶ Year-round access to consultation and advice from informed industry leaders
- ▶ Free admission to Weaver's annual CPE day designed specifically for our government clients
- ▶ Confidence in results of your audit

**TECHNOLOGY IN THE AUDIT** – Weaver’s secure portal enables our team and yours to share, review, store and track all items related to the engagement. We can also download financial data directly into our audit software to prepare trial balances, perform analytical procedures and prepare the financial statements. To further increase efficiency and accuracy, we can even leverage our in-house data analytics team to analyze 100% of selected data.



As an integral part of our audit planning, we complete annual reviews of internal controls and the City’s operations and accounting processes. This in-depth understanding of your operations and accounting processes is essential for performing a thorough, efficient and effective audit. It also helps us make relevant, valuable management comments.



## **Phase 2: Control Documentation and Preliminary Fieldwork** **Understanding Your Internal Control Structure**

First, we’ll examine your internal controls to make sure they’re properly designed and functioning as intended.

We’ll then ensure an adequate understanding of your internal controls as they relate to the risk assessment, control environment, control activities, information and communication and monitoring. This will be accomplished by:

- ▶ Reviewing controls and determining whether they’ve been placed in operation
- ▶ Assessing the materiality of the various account balances and transaction classes
- ▶ Evaluating the risk factors that could affect the scope of testing

## **Determining Laws and Regulations Subject to Testing**

We’ll consider the effects of laws and regulations that have a direct and material effect on the determination of amounts in the financial statements.

To do this, we’ll:

- ▶ Discuss applicable laws and regulations with representatives and legal counsel, if indicated
- ▶ Utilize information from prior work papers and knowledge of processes and procedures
- ▶ Review certain grants and contracts
- ▶ Obtain written representations from management

## **Single Audit Testing (as Required)**

As the City expends federal financial assistance in excess of federal threshold, we’ll consider the internal control categories for which testing is required in accordance with Uniform Guidance.

These additional internal control categories address whether:

- ▶ Transactions are properly recorded and calculated to:
  - » Permit the preparation of reliable financial statements and federal reports
  - » Maintain accountability over assets
  - » Demonstrate compliance with laws, regulations and other compliance requirements

- ▶ Transactions are executed in compliance with:
  - » Laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on a federal program
  - » Any other laws and regulations identified in the Compliance Supplement
- ▶ Funds, property and other assets are safeguarded against loss from unauthorized use or disposition
- ▶ Specific requirements for major federal financial assistance programs have been complied with:
 

<ul style="list-style-type: none"> <li>» Activities allowed or unallowed</li> <li>» Allowable costs/cost principles</li> <li>» Cash management</li> <li>» Eligibility</li> <li>» Equipment and real property management</li> <li>» Matching, level of effort, earmarking</li> <li>» Period of performance</li> </ul>	<ul style="list-style-type: none"> <li>» Procurement and suspension and debarment</li> <li>» Program income</li> <li>» Reporting</li> <li>» Subrecipient monitoring</li> <li>» Special tests and provisions</li> </ul>
--	--

After examining internal controls over compliance requirements for major federal programs, Weaver will test each program's compliance to offer an opinion regarding the City's compliance with the direct and material requirements of each major program.

### **Audit Sampling Approach**

The nature and size of the City's operations will require us to design procedures to include sampling applications.

All sampling will be performed in accordance with AU-C Section 530 and the AICPA audit guide, "Audit Sampling." Sampling applications may be used for these areas:

- ▶ Tests of accounting controls
- ▶ Tests of controls over compliance requirements of major federal programs, as applicable
- ▶ Tests of compliance with major federal program requirements, as applicable
- ▶ Substantive tests of account-balance details

The determination of tests of controls for transaction cycles will be decided by our evaluation of the design and effectiveness of your accounting controls. Our approach to tests of accounting controls will use tolerable rates of deviation and a 90% confidence level. The number of transactions tested will ultimately be determined by our expected rates of deviation and our control risk assessment. The specific items to be tested will be chosen randomly.

### **Determining Sample Sizes**

The size of samples can't be determined in advance for substantive tests of details of account balances. Weaver uses a nonstatistical sampling approach based on statistical theory, as widely used throughout the audit profession. This methodology uses the concepts of tolerable misstatement, risk of material misstatement, other substantive procedure risk, individually significant transactions and account balance in determining the sample size.





### Phase 3: Final Fieldwork

After you complete the year-end closing of accounts, our team will begin final fieldwork.

This is the time when we perform most of the substantive tests on your data and prepare our audit work papers. During this time, our auditors will:

- ▶ Perform audit tests and complete preparation of audit work papers
- ▶ Complete audit programs, procedures and conclusions
- ▶ Discuss audit findings and adjusting entries with your management
- ▶ Obtain attorney letters

Throughout this phase — and throughout our entire relationship with you — Weaver will remain in close communication with your management. Our goal is a “no-surprises” audit. Therefore, whenever there’s a question or a potential issue, **we’ll immediately bring it to your attention, seek your confirmation of the data and ask about any relevant circumstances.**

### Substantive Procedures



After years of experience, Weaver has developed a very efficient methodology for performing substantive procedures on financial statement accounts and transactions quickly but thoroughly.

The objectives of these procedures are to provide reasonable assurance that you’ll be able to accurately process, summarize and report financial data consistent with management’s assertions. Those assertions cover classes of transactions, year-end account balances, and presentation and disclosure of financial data.

### Analytical Procedures

During your audit, we examine more than just pieces of data in isolation.

We also analyze the interrelationships of financial and nonfinancial data. Our extensive use of analytical procedures offers a natural extension to the process of understanding your operations.

### WEAVER ANALYTICS

Weaver’s internal data analytics team uses advanced computerized data-analysis techniques to uncover irregularities that could indicate fraud, persistent or systematic errors and internal control weaknesses.

During financial audits, our team can analyze 100% of selected data in the areas of journal entries, payroll and disbursements. We can identify potential risk areas that may require further investigation by the audit team.

During previous engagements, our team has identified items such as bid splitting and nepotism, as well as opportunities to improve efficiencies in the disbursement process.

Examples of key findings from other data analyses include:

- ▶ Duplicate vendors in the master vendor file
- ▶ Duplicate invoice payments
- ▶ Concentrations in vendors and customers that may indicate fraud
- ▶ Payroll checks paid in incorrect amounts
- ▶ Payroll checks paid to former employees
- ▶ Employee addresses that match vendor addresses
- ▶ “Ghost” employees and vendors
- ▶ Unusual overtime patterns

By adding fraud detection and operational compliance, as well as computer data acquisition and analysis, Weaver can provide insights on the best ways to improve the efficiency and effectiveness of your processes.

As we develop this understanding, we determine what ratios, relationships and internal or external data management tools will be useful in identifying and monitoring risks.

The exact analytical procedures performed for the City are determined as part of our planning process after we've completed interim and internal control analysis and testing. Common procedures performed in past engagements include trend analysis, ratio analysis and predictive or "reasonableness" tests.

For example, depending on the specifics of your data and processes, we may:

- ▶ Compare financial information with comparable prior periods, considering any known or expected changes; for example, we'll compare revenues and expenditures with comparable previous periods and balances, looking for unexpected variations
- ▶ Compare actual with anticipated results; for example, we'll make a budget-versus-actual comparison of revenues and expenditures
- ▶ Evaluate relationships among different elements within the period, such as receivables in relation to billings, or revenues in relation to costs
- ▶ Analyze financial information in light of relevant nonfinancial information (growth, political changes, new regulatory requirements, etc.)
- ▶ Perform automated data analysis (data mining) using audit command language (ACL) and similar tools

Weaver typically pursues analytic procedures at depth in these areas:

- ▶ Salaries and benefits
- ▶ Depreciation
- ▶ Certain revenues and expenditures

Any unexpected variations are researched for explanations and then corroborated by reviewing supporting information.



#### **Phase 4: Financial Review and Quality Control**

As fieldwork is nearing completion, your engagement partner will review the entire engagement, with particular attention to significant audit areas.

In addition, the draft report and work papers will be reviewed by the technical review partner to determine the completeness with which the engagement has been performed. The auditor's review will determine whether judgments made by others are reasonable in relation to supporting data and to generally accepted accounting principles, auditing standards and firm policy.

Weaver will also prepare the City's Annual Comprehensive Financial Report (ACFR), with the assistance of the Controller and Finance Director. We utilize our engagement software mapped to your financial reporting schedules to link our trial balance database to your financial statements and supporting schedules for an efficient review.

This use of technology, combined with our experience reviewing hundreds of ACFRs, allows us to streamline the preparation and review process, easily verifying and quickly cross-checking balances. We also provide feedback timely and focus primarily on material and impactful items,

helping you to present a quality and accurate document to the public while minimizing time spent making non-substantive changes.

The ACFR will be reviewed by the engagement manager and the engagement and technical review partner, both of whom are members of the GFOA Special Review Committee.

We'll discuss and confirm our findings with appropriate staff whenever we discover an area of potential concern. In addition, we'll review draft findings and recommendations with you throughout the engagement. At the reporting stage, there should be no surprises.

Review and quality control tasks include:

- ▶ Reviewing of all work papers by the engagement partner to ensure compliance with technical standards
- ▶ Conducting a technical review of all work papers
- ▶ Performing any final analytical procedures
- ▶ Having a client conference to review financial statements, the auditor's opinion and preliminary management letter comments
- ▶ Obtaining written representations from management

Weaver will create and maintain all necessary information and documentation, including accounting records related to services and payment, for at least five years after the engagement. We'll also make available to any authorized representatives and their entities necessary, relevant information.



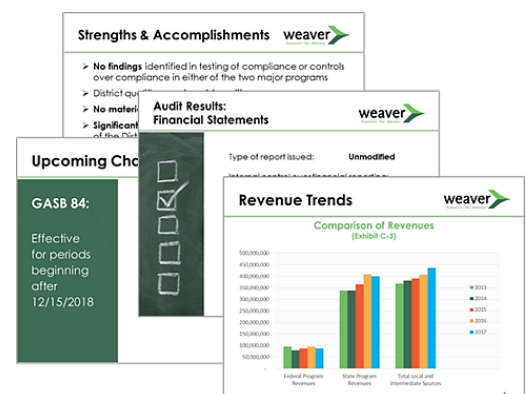
## Phase 5: Reporting

Throughout the audit, if we become aware of irregularities or illegal acts, we'll make an immediate, written report of those acts to management.

After our internal reviews have confirmed the audit is complete, you've reviewed the draft reports, and we've incorporated your management responses and related information, Weaver will issue the final audit documents (printed copies and electronic files).

We'll issue all reports currently required by generally accepted auditing standards and any regulatory agencies, as well as issue any other reports subsequently required by these or similar entities following completion of the financial audit.

Weaver will present our findings to the parties you designate. At that time, we'll explain our findings, present practical recommendations for improvement (if needed) and answer your questions. The engagement partner and senior manager will also bring these reports to meetings as requested. This provides your leaders with the opportunity to ask questions directly and enables us to explain our recommendations and any unusual findings.



Weaver's **Audit Insights** are designed to convey the most essential results of the audit, without excessive accounting jargon. It also presents information on financial trends over time, strengths and opportunities and looming changes.

We'll ensure the City's leaders are informed of the following information, as well as any other items required by audit standards:

- ▶ The auditor's responsibility under generally accepted auditing standards and government auditing standards
- ▶ Difficulties encountered in performing the audit
- ▶ Disagreements with management
- ▶ Major issues discussed with management prior to retention
- ▶ Management consultation with other accountants
- ▶ Management judgments and accounting estimates
- ▶ Other information in documents containing audited financial statements
- ▶ Significant accounting policies
- ▶ Significant audit adjustments

All working papers and reports will be retained for a minimum of five (5) years, unless Weaver is notified in writing by the City of the need to extend the retention period.

### License to Practice in Texas

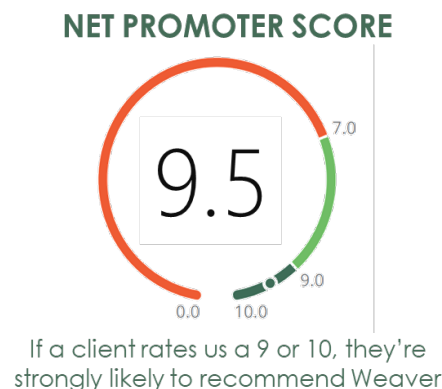
Weaver is licensed to practice accountancy in Texas. We are a registrant with the Texas State Board of Public Accountancy under Section 14 of the Public Accountancy Act of 1979, Texas Revised Civil Statutes, Article 41a-1.

The proposed engagement partner and key audit team leadership (management level and above) are each licensed by the Texas State Board of Public Accountancy as Certified Public Accountants.

<b>Texas State Board of Public Accountancy</b> 505 E. Huntland Drive, Suite 380, Austin Texas 78752		
<b>WEAVER AND TIDWELL, L.L.P.</b> <b>OFFICE</b> SUITE 1100 4400 POST OAK PKWY HOUSTON TX 77027		
Office License ID:	W06392	
Firm License ID:	P04338	Expires: 5/31/2024

### High Standards of Service: Focus on Local Government

We regularly send out client satisfaction and feedback surveys to all our clients to evaluate the delivery of our services. To constantly improve, we're always ready to integrate changes to our processes based on the feedback we receive.



### CLIENT SATISFACTION

**98%**

*\*data from the last three years*

98% of our local government clients are satisfied with our services

## External Quality Control and Peer Review

External peer review is designed to give the public additional confidence in the quality of our audit and accounting practice. As such, every three years, the firm engages an independent accounting firm to determine whether our quality control policies and procedures are suitably designed, and whether our techniques for implementing these policies and procedures comply with professional standards.

Each peer review has also included a review of governmental audit engagements, as mandated by AICPA Peer Review standards and GAQC requirements.

---

Weaver has received unmodified reports on every peer review to date.

---

Ultimately, peer review is administered by the AICPA National Peer Review Committee (NPRC). Our latest peer review was accepted by the NPRC in February 2023; Weaver received a pass rating, the highest grade possible.

Our iterative system responds to current developments within the industry and regulatory landscape. In addition, we continually provide our professional staff with required auditing, accounting, independence, ethics and compliance training to advance overall engagement quality.

Weaver is committed to continually improving the quality, effectiveness and efficiency of our engagements. Our internal quality monitoring and root-cause analysis processes enable us to assess both firm and engagement compliance with policies, procedures and applicable professional and regulatory standards. Both internal and external inspections are vital to monitoring our system of quality management.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Weaver & Tidwell, L.L.P., applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Weaver & Tidwell, L.L.P. has received a peer review rating of *pass*.

*Eide Bailly LLP*



### Report on Firm's System of Quality Control

September 19, 2022

To the Partners of Weaver & Tidwell, L.L.P.  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Weaver & Tidwell, L.L.P. (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Peer Review

To comply with state boards of accountancy's licensing requirements, the U.S. Government Accountability Office (U.S. GAO) and AICPA membership requirements, we undergo an external peer review every three years. Firms can receive a rating of pass, pass with deficiency(ies) or fail.

Weaver's most recent peer review report on our system of quality management and engagements for the year ended May 31, 2022, was issued with a pass rating by Eide Bailly LLP in September 2022. As a result of this rating, there is no letter of comments. A copy of our most recent peer review report is provided above, and the AICPA's acceptance letter is a public document available upon request.

---

As a firm committed to the highest standards of audit quality, we are devoted to evaluating and improving our system of quality management, monitoring and implementing changes to our policies and practices to enhance engagement quality.



---

## Desk Reviews

Weaver has not had any federal or state desk reviews or field reviews of our audits during the past three years.

## Disciplinary Action

There has been no disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

## 5. Firm Responsibilities

We recognize that your staff manages the finances for the City; our objective is to allocate to you only those tasks that will result in the greatest cost-efficiency overall.

For all requests for information, we'll give your staff adequate lead-time for their preparation. We'll deliver a request list for our interim fieldwork no later than one month in advance of the scheduled arrival for fieldwork.

When we conclude our interim fieldwork in your office, we'll deliver a tailored list of schedules for final fieldwork based on our understanding of controls and operations developed during the interim fieldwork. We don't utilize standard templates; rather, whenever possible, we'll work with schedules already prepared by management.

Based on our understanding of your accounting and financial reporting, we expect that our prepared by client (PBC) list will be similar to prior audits. We'll update any items received that could be added to the list and remove items that don't add meaningful value.

We acknowledge our responsibilities as specified in this proposal, as well as those items noted in RFP 24-08.



## TAB C: Pricing and Fees

### 1. Engagement Fees

Cost efficiency has long been a Weaver hallmark; we pride ourselves on successfully meshing cost considerations with the highest professional standards for quality work.

One of the most important factors in our ability to perform cost-efficient services is our function-specific approach, whereby we leverage the right resources at the right times, based on engagement tasks and timing of those tasks. This combined with our heavily discounted hourly rate means we can field the engagement with a full range of resources without budget surprises.

Our fee estimates for FY24, FY25 and FY26 are in Attachment A.

### 2. Hourly Rates/Additional Services

Schedule of fees and expenses for the audit of the FY24 financial statements and single audit

Staff Level	Number of Hours	Hourly Rates	Quoted Total
Partner	60	\$340	\$20,400
Managers	80	\$215	\$17,200
Supervisory Staff	230	\$155	\$35,650
Staff	230	\$130	\$29,900
Total	600		\$103,150

The fees quoted above are all-inclusive. If it should become necessary to change the scope, we will discuss details with you and agree upon pricing before commencing additional services. Keeping fees reasonable is one way we demonstrate a commitment to clients. If you are ever unsatisfied with your fee, do not hesitate to let us know we want our relationship with you to be long-term and mutually beneficial.

Our fee increase will not exceed 3% each year and is based on inflation and changes in client operations. The fees for FY24 through FY26 would reflect such an increase, assuming the scope of work for those years remains the same as FY24. If Weaver is retained as your auditing firm for optional years one (FY27) and two (FY28), the same fee increase cap of 3% each year would apply, with the assumption that the scope of work remains in alignment with the preceding years.

#### Rates for Additional Professional Services

There should never be surprises during an audit engagement, especially when it comes to costs. We expect the cost of the engagement to not exceed the costs outlined in this proposal. However, there are situations that can trigger the need for additional services, such as changes in client operations, auditing standards or to address issues identified during the audit. We do not charge for out-of-pocket expenses, such as printing, report production and administrative costs. Routine meetings and accounting advice in the ordinary course of business are also considered part of our role as your professional services provider and are not charged as a separate fee.

## TAB D: References

---

**1) Dave Erb**

Director of Finance  
City of Lewisville  
derb@cityoflewisville.com  
972.219.3775

**2) Marie Kalka**

Finance Director  
City of West University Place  
mkalka@westutx.gov  
713.662.5816

**3) William Smith**

CFO  
City of Bryan  
wsmith@bryantx.gov  
979.209.5089

## TAB E: Forms (Attachment A)



### Texas Public Information Act

#### Steps to Assert that Information is Confidential or Proprietary

All proposals, data, and information submitted to the City of League City are subject to release under the Texas Public Information Act ("Act") unless exempt from release under the Act. You are not encouraged to submit data and/or information that you consider to be confidential or proprietary unless it is absolutely required to understand and evaluate your submission.

**On each page where confidential or proprietary information appears**, you must label the confidential or proprietary information. Do not label every page of your submission as confidential as there are pages (such as the certification forms and bid sheet with pricing) that are not confidential. It is recommended that each page that contains either confidential or proprietary information be printed on colored paper (such as yellow or pink paper). At a minimum, the pages where the confidential information appears should be labeled and the information you consider confidential or proprietary clearly marked.

**Failure to label the actual pages on which information considered confidential appears will be considered as a waiver of confidential or proprietary rights in the information.**

In the event a request for public information is filed with the City which involves your submission, you will be notified by the City of the request so that you have an opportunity to present your reasons for claims of confidentiality to the Texas Attorney General.

**In signing this form, I acknowledge that I have read the above and further state (Please check one):**

- ☐ The proposal/bid submitted to the City **contains NO confidential information** and may be released to the public if required under the Texas Public Information Act.
- ☐ The proposal/bid submitted **contains confidential information** which is labeled and which may be found on the following pages: \_\_\_\_\_ and any information contained on page number not listed above may be released to the public if required under the Texas Public Information Act.

Vendor/Proposer Submitting: Weaver and Tidwell, L.L.P.

Signature:  Date: 05/03/2024

Print Name: John DeBurro Print Title: Partner

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<b>1 Name of vendor who has a business relationship with local governmental entity.</b>  <div style="text-align: center;">Weaver and Tidwell, L.L.P.</div>	<b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
<b>3 Name of local government officer about whom the information is being disclosed.</b>  <div style="text-align: center;">NA</div> <div style="text-align: center; margin-top: 10px;">Name of Officer</div>		
<b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b>          <div style="margin-left: 40px;"> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <div style="display: flex; justify-content: center; gap: 50px;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: center; gap: 50px;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> </div>		
<b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b>          <div style="text-align: center;">NA</div>		
<b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
<b>7</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">             Signature of vendor doing business with the governmental entity         </div> <div style="text-align: center;">           05/03/2024            Date         </div> </div>		

**City of League City  
House Bill 89 Verification**

I, John DeBurro (Person name), the undersigned  
representative of (Company or Business name) Weaver and Tidwell, L.L.P.

(hereafter referred to as company) being  
an adult over the age of eighteen (18) years of age, after being duly sworn by the  
undersigned notary, do hereby depose and verify under oath that the company named-  
above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

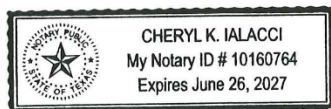
Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

05/03/2024  
DATE

  
SIGNATURE OF COMPANY REPRESENTATIVE

On this the 3 day of May, 2024, personally appeared  
John DeBurro, the above-named person, who after  
by me being duly sworn, did swear and confirm that the above is true and correct.



5/3/24  
Date

**Proposal Cost Sheet**

<b>Audit Types</b>	<b>Fee Estimates for FY2024</b>
<b>Financial Statement Audit - ACFR</b>	\$ 96,535
<b>Federal Single Audit - Base Fee</b>	\$ 6,615
<b>Federal Single Audit - Per Major Program</b>	\$ NA
<b>Total</b>	\$ 103,150



**Proposal Cost Sheet**

<b>Audit Types</b>	<b>Fee Estimates for FY2025</b>
<b>Financial Statement Audit - ACFR</b>	\$ 99,355
<b>Federal Single Audit - Base Fee</b>	\$ 6,795
<b>Federal Single Audit - Per Major Program</b>	\$ NA
<b>Total</b>	<b>\$ 106,150</b>

**Proposal Cost Sheet**

<b>Audit Types</b>	<b>Fee Estimates for FY2026</b>
<b>Financial Statement Audit - ACFR</b>	\$ 102,820
<b>Federal Single Audit - Base Fee</b>	\$ 7,030
<b>Federal Single Audit - Per Major Program</b>	\$ NA
<b>Total</b>	\$ 109,850