



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Heather Meacham, Finance Director

SUBJECT: Contract amendment between the Town of Pittsboro and Sharpe Patel, PLLC for Preparation and Audit of the Town's Fiscal Year 2022 Financial Statements

DATE: December 12, 2022

**Background:** On May 23, 2022 the board approved entering into a contract with Sharpe Patel, PLLC for the audit services for FY 21-22. We need to do an amendment to the original contract for an extension in the submission deadline. The attached amendment shows an extension in the deadline to January 16, 2023 for the submission of the audit. Staff plans to have the audit submitted to LGC prior to the Christmas holiday but we have included that date in case any issues occur and prevent submission.

**Action Requested:** That the Board of Commissioners authorize the Town Manager, Mayor and Finance Officer to sign the attached contract amendment with Sharpe Patel, PLLC.