APPENDIX 2

REQUEST FOR APPROVAL OF SELECTION AUDITOR

1. Requesting municipality:

_____

2. Nature of services to be provided:

_____
_____
_____
_____

3. Period of audit:

_____

4. Names of bidders and their bids (attach a sheet if necessary):

Name of Professional Firm	**Amount of Bid**
_____	_____
_____	_____
_____	_____

5. Name of professional firm selected by the municipality and for which approval is requested

_____

6. Comments on reasons for Municipality's selection (attach sheet if necessary):

_____
_____
_____
_____

7. Attach copies of request for proposal including audit bid specifications and the complete response package from the professional firm for which approval is requested. In addition, attach a comparative analysis of all responses received. See Appendix 3 for required elements of comparative analysis. All audit firm responses to RFP shall be provided to Auditor General for inspection upon request.

Requested By: _____ _____ _____

Signature **Title** **Date**

Action on Request

Approved ☐

Disapproved ☐

Comments:

_____
_____
_____
_____

_____ _____

Signature **Date**

By approving the municipality's selection of an audit firm, the Auditor General is not ensuring that the audit firm will (1) meet all contractual terms including the municipality's deadline for completion of the audit, or (2) comply with professional standards in the conduct of the audit.

Approval of a firm to conduct the audit does not limit our authority to review, make further inquiries, and/or reject the audit report.