



POLICY

Dublin San Ramon Services District

Policy No.:	P400-14-3	Type of Policy:	Finance
Policy Title:	Auditor Selection and Services		
Policy Description:	Establishes Guidelines for Auditor Selection and Scope of Services		
Approval Date:	Aug 19, 2014	Last Review Date:	2014
Approval Resolution No.:	51-14	Next Review Date:	2018
Rescinded Resolution No.:	63-08	Rescinded Resolution Date:	Nov 18, 2008

It is the policy of the Board of Directors of Dublin San Ramon Services District:

It is in the District's best interest to obtain auditing services from a highly-qualified firm, and to ensure that there are no financial incentives that would jeopardize that firm from maintaining their independence.

Selection Policy – A full-scale competitive process will be held at least every five years for the selection of the independent auditor. The Financial Services Department is responsible for conducting the interview and selection process and recommending a firm to the Board.

Term of Contract – The initial contract term will be one year with four one-year renewal options. The General Manager has authority to renew the contract unless otherwise instructed by the Board.

Scope of Services – The auditor will perform the annual audit, prepare required tax filings and assist staff in analyzing/implementing accounting pronouncements. The auditor will not be asked to provide services unrelated to financial record keeping and compliance issues.