



City of Cottonwood Shores

3915 Cottonwood Drive
Marble Falls, Texas 78654
Tel: (210) 693-3830

September 26, 1996

Dear Commissioners Court of Burnet County:

I hereby verify that the information stated in the attached minutes are correct.

A signed copy will be forwarded to you as soon as they are approved by Cottonwood Shores commissioners.

Sincerely,

A handwritten signature in cursive script that reads "Patti Maughan".

Patti Maughan
Mayor



City of Cottonwood Shores

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September 19, 1996

In finding possible solutions to the problem the city is experiencing with regarding delinquent audits, I suggest the following ideas.

Require Clark, Harper, Brooks & Co. to provide the city with a completed audit of the 1994-1995 fiscal year books to review in a Special City Meeting to be held September 30, 1996 at 7.00 p.m.

In future contracts with Certified Public Accountants, a clause is to be added to the contract that states the city shall provide the CPA with all books needed to complete an audit by November 15 of each year (within 45 days of the ending fiscal year). In addition, a clause shall state that the CPA shall provide a draft or written progress report of the audit by December 31, (within 90 days of the ending fiscal year). The last clause will state that should the CPA be unable to provide the city with a completed audit of the city books by January 31, the city will penalize the firm for being delinquent.

The city has budgeted funds to allow software to be purchased so bookkeeping can be entered into the computer. This should alleviate a lot of the work that both the city and the accountant auditing the books experience.

I am certainly open to any suggestions.

Sincerely,

Mayor Patti Maugham