



AGENDA MEMORANDUM

Finance Department

City Council Regular Meeting Date: September 8, 2025

To: City Council
From: Steve C. Chaipel, Deputy City Manager/CFO
Date: August 29, 2025

SUBJECT: Statements of Work Approval Related to the City's Annual Audit

BACKGROUND: In [October 2023](#), the City Council approved a three-year agreement between the City and CliftonLarsonAllen LLP for services related to the annual audit of the City's financial statements. During the contract performance period, an annual Statement of Work (SOW) is executed to specify the scope of services within the fiscal year.

The "SOW – Audit Services" is for the financial audit services, and the "SOW – Assertion Based Examination Services" is for additional procedures that are performed on the City's investment program as per requirements from the State of Florida Auditor General.

FUNDING SOURCE: The funding for the City's financial audit is included in the fiscal year 2026 draft budget.

RECOMMENDED ACTION: Approve the "Statement of Work – Audit Services" and the "Statement of Work – Assertion Based Examination Services" and authorize the Mayor and the City Manager to execute both documents.

Sanibel is and shall remain a barrier island sanctuary