VILLAGE OF INDIANTOWN, FLORIDA
AGENDA MEMORANDUM

MEETING DATE: September 11, 2025

MEETING TYPE: Regular Village Council Meeting

AGENDA ITEM TITLE: Authorization and Approval by the Village Council to Enter into an Agreement with Carr, Riggs & Ingram, L.L.C. for Professional Accounting Consulting and Financial Analysis Services

SUMMARY OF ITEM:

Village Financial Staff is providing for consideration by Village Council for the approval of Professional Accounting Consulting and Financial Analysis Services with Carr, Riggs & Ingram, L.L.C (Carr).

The Financial Services Department is in need of specialized consulting services to provide financial accounting and financial analysis support. As the level of complexity continues to increase, particularly in relation to the financial audit, pay applications for State and Federal grants, and technology initiatives involving financial information systems, the need for experienced and capable consultants has become essential. Contracting with qualified financial professionals will ensure compliance, enhance oversight, and strengthen the Village's overall financial management.

The scope of work to be performed by Carr, Riggs & Ingram, L.L.C. will include, but is not limited to, the following:

- Review and support of capital project pay applications.
- Assistance with the planning and preparation of the Village's Schedule of Expenditures of Federal Awards and State Financial Assistance.
- Support in the design and implementation of project accounting.
- Identification of project components for appropriate financial recording.
- Assistance with the preparation of timely bank reconciliations.
- Consultation with Village staff regarding the use of Tyler

Technologies.
- Assistance with the year-end closure of accounting records and preparation of schedules for external Auditors

The Village will utilize State Term Contract 84111600-20-1 (Management Consulting Services and Financial and Performance Audits), effective March 1, 2021, as extended by mutual agreement under Amendment No. 3 to February 28, 2027. Carr, Riggs & Ingram, L.L.C. is a highly qualified and reputable firm included within the State contract and is well positioned to provide the necessary technical assistance and financial expertise to support the Village of Indiantown.

FISCAL IMAPCT STATEMENT: Services will be contracted and funded through various grant-funded projects and the Financial Services budget.

RECOMMENDATION:

Village Financial Staff recommends that the Village Council approve professional accounting consulting and financial analysis services with Carr, Riggs & Ingram, L.L.C.

PREPARED BY: Kali Beams DATE: 08/21/25

ATTACHMENTS:
Description
Engagement Letter for Consulting Services - Village of Indiantown FL.pdf
State Term Contract 84111600-20-1.pdf
Amendment No.3.pdf