



Travis County Commissioners Court Agenda Request
TRAVIS COUNTY HOUSING FINANCE CORPORATION
TRAVIS COUNTY HEALTH FACILITIES DEVELOPMENT CORPORATION
TRAVIS COUNTY HOUSING FINANCE CORPORATION
CAPITAL INDUSTRIAL DEVELOPMENT CORPORATION
TRAVIS COUNTY CULTURAL EDUCATION FACILITIES FINANCE CORPORATION
TRAVIS COUNTY DEVELOPMENT AUTHORITY

Meeting Date: February 19, 2013

Prepared By/Phone Number: Karen Thigpen, Assistant Corporations Manager/854-4743

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, Planning and Budget/854-9106

Commissioners Court Sponsor: Samuel T. Biscoe, President

AGENDA LANGUAGE: Consider and take appropriate action to approve an invoice for external audit services for Fiscal Year 2012 from Atchley & Associates, LLP.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS: See attached backup.

STAFF RECOMMENDATIONS: Staff recommends approval.

ISSUES AND OPPORTUNITIES: None.

FISCAL IMPACT AND SOURCE OF FUNDING: None.

REQUIRED AUTHORIZATIONS: Karen Thigpen, Assistant Manager/854-4743; Leslie Browder, County Executive, Planning and Budget/854-9106

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**Travis County Housing Finance Corporation
Travis County Health Facilities Development Corporation
Travis County Culture & Educational Facilities Finance Corporation
Travis County Capital Industrial Development Corporation
Travis County Development Authority
700 Lavaca, Suite 1560
Austin, Texas 78701
Telephone: (512) 854-9116
Fax: (512) 854-4210**

Memo

February 7, 2013

To: Board of Directors
From: Karen Thigpen
Re: Invoice from Atchley & Associates, LLP

The Corporations received statement from Atchley & Associates, LLP via interoffice mail in late December for \$1,384. The statement indicated the original invoice was 90 days overdue; however, the Corporations had never received the original invoice. We reached out to Atchley & Associates for a copy of the original invoice (which is included in the backup for your review) and to ensure they would send invoices and statements directly to the Corporations for prompt payment going forward. Please note, we confirmed that there are no penalties or late fees related to this invoice, which is 20% of the total fees for the Corporations' outside audits in 2012. The remaining 80% has already been paid. We have reviewed the contract with Atchley & Associates, LLP, and represent that the payment is allowed in the contract.

We recommend approval of the invoice/statement, and have included a breakdown of the \$1,384 fee across the Corporations since each Corporation will write an individual check to Atchley & Associates.

cc: Leslie Browder, County Executive, Planning and Budget
Cliff Blount



RECEIVED
 12 DEC 28 AM 10:47
 TRAVIS COUNTY
 PLANNING & BUDGET OFFICE

December 20, 2012

Travis County, Re: 10302.Corporation
 Attn: Harvey Davis/Andrea Shields
 PO Box 1748
 Austin, TX 78767

STATEMENT

10302.Corporation

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
	Beginning Balance		1,384.00
	Ending Balance		1,384.00
	Amount Due		1,384.00

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120+ Days</u>
0.00	0.00	0.00	1,384.00	0.00

Statement payable upon receipt. Thank you for your continued business and referrals.



September 20, 2012

Travis County, Re: 10302.Corporation
Attn: Harvey Davis/Andrea Shields
PO Box 1748
Austin, TX 78767

Re: Time/Expense for the period ending September 17, 2012

10302.Corporation

In Reference To: Progress billing for professional services rendered in connection with audit of the following corporations which are included in the Travis County audit as of and for the year ended September 30, 2012, based on the related contract allowing 20% billing of total fees within 30 days after interim fieldwork.

Capital Health Facilities Development Corporation,
Travis County Housing Finance Corporation
Travis County Health Facilities Development Corporation
Travis County Cultural Education Facilities Finance Corporation,
Capital Industrial Development Corporation, and
Travis County Development Authority.

Invoice # **58685**

	<u>Amount</u>
For professional services rendered	\$1,384.00
Balance due	<u>\$1,384.00</u>

Please include the invoice number on your check.

Invoice payable upon receipt. Thank you for your continued business and referrals.

6850 Austin Center Boulevard, Suite 180, Austin, TX 78731-3129 (512) 346-2086 / 1-877-977-6850 EIN 74-2920819

Fee Breakdown by Corporation				
Travis County Housing Finance Corp.	Travis County Health Facilities Dev. Corp.	Capital Industrial Development Corporation	TC Cultural Ed. Fac Finance Corp.	Total Fee
\$ 651.53	\$ 709.39	\$ 6.54	\$ 16.54	\$ 1,384.00