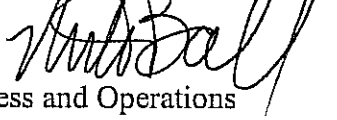




College Station Independent School District

Success....each life....each day....each hour

MEMORANDUM

To: Dr. Eddie Coulson, Superintendent 

From: Mike Ball, Deputy Superintendent for Business and Operations

Date: March 4, 2008

Subject: Engagement Letter from Pattillo, Brown & Hill, L.L.P., Certified Public Accountants, for the annual financial and compliance audit for the fiscal year ending August 31, 2008.

Agenda Item: K-2

Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND

A Request For Qualifications (RFQ) for audit firms was advertised to the public during portions of the months of January and February 2008. A briefing meeting was held for firms interested in submitting qualifications. Four auditing firms were represented at that meeting. One firm actually submitted qualifications in response to the RFQ. That firm was the incumbent audit firm, Pattillo, Brown & Hill, L.L.P. That firm was then asked to submit an engagement letter for consideration by the Board of Trustees.

The firm of Pattillo, Brown & Hill, L.L.P., Certified Public Accountants, has submitted an engagement letter to perform the audit services for the current year. The professional qualifications of this firm are appropriate for an audit engagement of the size and complexity of College Station ISD. During past audit engagements with College Station ISD, the work performance of this firm has been satisfactory and consistent with professional standards for audit firms.

The fee proposed by the firm of Pattillo, Brown & Hill, L.L.P. for the annual financial and compliance audit for the year ending August 31, 2008, is \$24,500.00. This proposed fee appears to be consistent with the work involved in this type audit engagement.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District consider approval of the engagement letter with Pattillo, Brown & Hill, L.L.P., Certified Public Accountants, to perform the annual financial and compliance audit of the financial statements of College Station Independent School District for the fiscal year ending August 31, 2008, at the proposed fee of \$24,500.00.