



**Office of Clerk/Treasurer**  
W240 N3065 Pewaukee Road  
Pewaukee WI 53072  
Phone: 262-691-0770

**FINANCE COMMITTEE  
MEETING NOTICE AND AGENDA  
Wednesday, May 6, 2026  
2:00 PM**

Pewaukee City Hall Common Council Chambers  
W240N3065 Pewaukee Road, Pewaukee, WI

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1. Call to Order and Pledge of Allegiance
2. Financial Review and Reporting Updates
  - 2.1 Trial Balance and Financial Results Review
    - a. Reconcile beginning fund balance per trail balance to prior year financial statements
      - i. Identify any areas of concern
    - b. Review asset and liability reconciliations
      - i. Identify any areas of concern
    - c. Evaluate allocation of ledger activity to appropriate funds
      - i. Confirm treatment of utility activity not originally recorded in Water/Sewer funds
      - ii. Identify any additional areas of concern
    - d. Review 2025 budget-to-actual results
      - i. Identify any unexpected or significant variances
    - e. Review ending fund balance as of December 31, 2025
      - i. Discuss any transfers needed to support ongoing fund operations
  - 2.2 Baker Tilly "Get Ready" Letter - 2025 Audt
    - a. Review status of requested items and overall preparedness for the upcoming audit
  - 2.3 Public Service Commission (PSC) Report (Due May 1, 2026)
    - a. Confirm submission status
    - b. Discuss any issues identified during preparation or submission
    - c. Identify any follow-up items, if applicable
  - 2.4 Department of Revenue (DOR) Annual Report - Form C (Due May 15, 2026)
    - a. Review status and readiness for submission
  - 2.5 Audit Timeline Review (Per March 19, 2026 Communication)
    - a. Review and update key dates and milestones
    - b. Identify any potential timing concerns or resource constraints
  - 2.6 2026 Financial Results - First Quarter Update
    - a. Review budget-to-actual results through March 31, 2026
      - i. Identify any unexpected trends or variances
  - 2.7 Management and Lauterbach & Amen (L&A) Coordination and Oversight
    - a. Discuss current coordination, communication, and workflow effectiveness between City staff and L&A
    - b. Highlight successes and areas working well
    - c. Identify opportunities to improve processes, communication, and clarity of responsibilities

- d. Reinforce the importance of ongoing monitoring and engagement by the Finance Committee given the outsourced accounting structure.
- e. Discuss opportunities to strengthen alignment, support City staff, and enhance overall effectiveness.
- f. Identify practical next steps and expectations for continued improvement.

### 3. Adjournment

Kelly Tarczewski  
Clerk/Treasurer  
April 24, 2026

#### **NOTICE**

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

## Tarczewski, Kelly

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**From:** Frantz, Paul <Paul.Frantz@bakertilly.com>  
**Sent:** Thursday, March 19, 2026 3:19 PM  
**To:** Krisztina Dommer; Tarczewski, Kelly; Dave Hickey  
**Cc:** Brown, Colleen; Klein, Scott; Fuchs, Nick; Chase, Casandra; Mueller, Jane; Wagner, Magdelene; Kincaid, Rob; Hawes, Abby  
**Subject:** Baker Tilly Audit Update - Scheduling Timeline

Good afternoon,

Abby and I have been able to navigate through the scheduling process to map out a timeline for the 12/31/25 audit cycle. As we have discussed in detail, the importance of collaboration and adherence to agreed upon deadlines will be important in order for the overall timeline shared below to be executed.

As we navigate forward, there likely will be more measurable deadlines established by L&A for internal purposes and BT (at day to day level of my engagement team) but wanted to share my 50K foot view on our engagement plan now that I see it scheduled.

- May 6 – Initial Suralink “Get Ready List” is complete and available to Baker Tilly
- Week of May 11 – Abby will be onsite with Paul joining when appropriate.
  - Focus will be on...
    - Audit planning
    - Audit risks and developing audit procedures
    - Miscellaneous preliminary fieldwork items
    - Beginning to access readiness
  - Outcomes....
    - Communication on items of immediate concern (i.e. – TB things that don’t look right / readiness concerns)
    - Communication of additional “Get Ready List” items
    - Setting expectation for next check in
- Week of June 1 – Abby will be working remotely.
  - Focus will be on....
    - Clearing loose ends from previous time
    - Updating readiness check and communicating any adjustments in expectations
  - Outcome.....
    - Communication of additional “Get Ready List” items
    - Setting expectation for next check in / establishment of final trial balance date
- Week of June 22 – Abby and Ethan will be onsite for part of the week (2-4 days)
  - Focus will be on....
    - Updating readiness check
    - Final fieldwork – testing year end balances and reviewing prepared supporting workpapers
  - Outcomes.....
    - Communication of additional “Get Ready List” items
    - Communication on items of concern
    - Setting expectation for next check in
- Week of July 6 – Abby, Ethan and Nolan will be onsite for 4-5 days. Aaron G will be reviewing completing initial detailed review onsite on Tuesday and Wednesday and then wrapping up any open detailed review remotely on 7/10.

- Focus will be on....
  - Updating readiness check
  - Final fieldwork – testing year end balances and reviewing prepared supporting workpapers
  - Beginning preparing financial reporting packages
- Outcomes.....
  - Communication of open items (if any remain)
  - Communication of adjusting journal entries
  - Communication of expected findings (MW / SD / CD and/or other recommendations)
  - Setting expectation for where we go from here
- Week of July 20 – Abby will be working remotely on finalization of the financial reporting package and completion steps in the audit file. It would be the expectation that by the end of that week the financial reporting package and file are ready for further BT reviews.
- July 27 – August 14 – Casandra will return and complete financial reporting package review and finalize final review. Engagement team members will clear review comments and ask further questions of L&A and/or City staff.
  - At this point – Casandra will share a draft with L&A and City management for review
- August 17 – August 28 – Paul will review the complete financial reporting package review and finalize his file review. Engagement team members will clear review comments and ask further questions of L&A and/or City staff.
- Week of August 31 – Quality review process will take place on financial reporting package.
- Week of September 7 – Goal week for issuance of 12/31/25 Financial Reporting Package
- When appropriate - September City Council Presentation by Baker Tilly on Audit Results

Please let me know if you have any questions or concerns on what is laid out above. As I've mentioned – when things don't go as planned (that is where it becomes difficult to predict our flexibility to adjust). However, I am certain with clear communication and collaboration – we have a plan that is easily achievable.

Thanks all!

**Paul Frantz, CPA**  
Principal



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