



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
dunwoodyga.gov | 678.382.6700

## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Richard Platto, Finance Director

**Date:** December 1, 2025

**Subject:** Approval of Internal Audit Services

### **Action**

Approval of internal audit services with Nichols, Cauley & Associates, LLC for the fiscal years ending December 31, 2026, through 2030.

### **Summary**

With the existing contract expiring on December 31, 2025, the City issued a Request for Proposals for internal audit services on October 24, 2025, seeking responses to a new 5-year agreement. The City received one response to the RFP, and it was from the incumbent firm, Nichols, Cauley & Associates, LLC. The City and Audit Committee has been very satisfied with the performance of the vendor, and would like to seek Council's approval to renew the agreement for another five years, as noted below:

#### Nichols, Cauley & Associates Cost Proposal

2026 - \$16,200  
2027 - \$17,000  
2028 - \$17,850  
2029 - \$18,750  
2030 - \$19,700

### **Recommendation**

Staff recommend approval of the updated cost proposal with Nichols, Cauley & Associates, LLC to provide internal audit services for fiscal years ending 2026 through 2030.

## INTERNAL AUDIT SERVICES – RFP 25-05 - TECHNICAL

Submitted to:  
Audit Committee  
City of Dunwoody

## PROPOSAL LETTER

**FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR PROPOSAL**


We propose to furnish and deliver any and all of the deliverables and services named in the attached Internal Auditor Services. Request for Proposal ("RFP") for the City of Dunwoody ("City") for which prices have been set. The price(s) offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City Manager of Dunwoody, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

It is understood and agree that we have read the City's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFP. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

### PROPOSAL SIGNATURE AND CERTIFICATION

I Michael F. Johnston, certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal ("Proposer") for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer.


Authorized Signature of Proposer	
Print or Type Proposer's Name	Michael F. Johnston
Print or Type Name of Company, or N/A if non-applicable	Nichols, Cawley & Associates, LLC
Date	11-13-2025

## ACKNOWLEDGEMENT OF RFP ADDENDUMS

**FAILURE TO INCLUDE THIS SIGNED ACKNOWLEDGEMENT MAY RESULT IN THE REJECTION OF YOUR PROPOSAL**

Addendum Number	Date of Addendum
RFP 25-05-1	Not dated
RFP 25-05-2	Not dated

I, Michael F. Johnston, acknowledge and accept responsibility that I have reviewed the City's Purchasing website subsequent to the issuance of the original RFP 25-05 the following addendums issued for the RFP 25-05.

Authorized Signature of Proposer	
Print or Type Proposer's Name	Michael F. Johnston
Print or Type Name of Company, or N/A if non-applicable	Nichols, Cavley & Associates, LLC
Date	11-13-2025




**NICHOLS, CAULEY & ASSOCIATES, LLC**

3550 Engineering Drive, Suite 250  
 Peachtree Corners, Georgia 30092  
 Tel. 404-214-1301  
 www.nicholscauley.com

To the Audit Committee  
 John B. Gates Jr.  
 City of Dunwoody  
 Dunwoody, GA 30338

**RE: Internal Audit Proposal**

We appreciate the opportunity to propose on the Internal Audit services for the City of Dunwoody. Our goal is to provide you with the services you desire in order to add value to your organization and create a mutually beneficial long-term relationship. Our proposal is intended to provide a summary of the value we believe our firm can provide based on our personnel, experience, and approach.

Providing comprehensive auditing service to entities throughout the Southeast, our Firm is committed to serving governmental and other entities, and our partners have been dedicated to the industry for over 40 years. Our team members are dedicated to developing their skillset and credentials to better serve our clients. With this mentality, we have teams made up of risk service professionals, including: Certified Public Accountants, Certified Internal Auditors, Certified Regulatory Compliance Managers, and Certified Information Systems Auditors. We have developed the resources and personal commitment to provide exceptional service, including:

**Personnel** – Consistent engagement personnel with two partners assigned to each engagement  
**Experience** – Partners and team members with extensive experience serving internal audit clients  
**Approach** – Risk services based on the IIA – “Three Lines of Defense Model”

We serve governmental entities throughout the state of Georgia and have specific experience with anticipating and meeting the needs of governmental organizations. We have consistently grown and expanded in clients and qualified team members, and we believe this is a testament to our customer service philosophy. We encourage our team members to be flexible with how we serve our clients vs. a “one size fits all” approach to our governmental engagements. We strive to give outstanding service to our clients and provide value-added services to help them succeed. This has been our approach from the inception of our Firm and will continue define our firm in the future. Enclosed please find additional information on our firm including size, structure, qualifications of team members, and our approach to service to our government entity clients.

Based on our understanding on information provided in your request for proposal and in your questions and answers, we believe the following risk services proposal and fee structure provides an overview of the internal audit procedures to mitigate the City’s risk. Our internal audit procedures are designed to focus on risks you have identified in an initial risk assessment, however, an internal audit plan should be dynamic and address risks as they are identified. We appreciate the opportunity to submit this proposal and look forward to responding to any questions you may have.

Michael Johnston would be the designated NCA partner to coordinate and provide the internal audit services to the City. Please feel free to contact Michael at 678-967-9873 or mjohnston@nicholscauley.com.

# NCA | Governmental Entities

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## Firm Profile

### Firm Values

Our Firm mission statement is to *“provide our clients with the service they desire, maximize the long-term personal, professional, and financial performance of our clients, our team, and our firm, and to enjoy doing it!”*

We are passionate in service to our clients, our team, and our Firm.

For our clients, we seek to be trusted business advisors, and to bring enhanced value through our services, our industry experience, and our expertise. We invest significant resources in professional development, technology, and service delivery tools. With this we are able to bring to clients in all areas of our Firm, the service they desire, and we are able to support them in identifying and achieving their goals.

For our team members, we seek people that are passionate about service, to our clients and in collaboration with other team members. We seek people who will thrive in our servant-leader environment. Our team is comprised of talented and energetic people who look for opportunities to serve and expand their experiences. Our firm leadership works with each team member to develop a professional competencies plan. This plan is built on the following competencies:

- I. Service Excellence
- II. Communication
- III. Achievement
- IV. Business Acumen
- V. Leadership
- VI. Relationship Management
- VII. Technical Expertise

All team members are given expectations regarding these competencies, and we strive to develop in each of these areas in order to accomplish our mission and offer the highest quality of service to our clients.

We are a firm of relationships, both inside the organization with our team members and outside our organization with our clients and peers. While our procedures may result in a report to management or a board, this is not the only thing that defines successful service. We truly seek to know and understand each and every client, in order to ensure we are maximizing what is important to you.

### Firm Information

Nichols, Cauley & Associates, LLC ("NCA") is a regional professional services firm. Our Firm was founded over 40 years ago, and has grown to a Firm operating throughout the state of Georgia, with nearly 300 team members. Approximately 30 of our personnel focus a significant portion of their service time to working with governmental organizations.

Our Firm operates across offices throughout Georgia and has integrated technology which allows us to provide efficient, effective, and high quality services to our clients from any location. Our Atlanta office will be the contact office for your proposed services.

Nichols, Cauley & Associates, LLC has been named:

**"One of the 250 largest CPA firms in the nation."**

**"One of the 20 largest CPA firms based in Georgia."**

**"One of Atlanta's top 10 fastest-growing firms"**

NCA is a member of the American Institute of Certified Public Accountants (AICPA) Governmental Audit Quality Center and has access to comprehensive resources that will assist us in further enhancing the quality of our audits. The Center membership provides us timely information on a variety of technical, legislative and regulatory subjects that we can in turn apply to our audits to help ensure compliance with the appropriate standards and changes in regulations.

The Center also provides resources to auditees through the Auditee Resource Center. The Auditee Resource Center includes information, practice aids, tools and other resources that are of interest and benefit to auditees.

By joining the Center, we are committing to adhere to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner responsible for the quality of our governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making our peer review report findings publicly available.



Nichols, Cauley & Associates, LLC is an independent member of BKR International, a leading global association of more than 160 accounting, law, and business advisory firms with over 500 offices in over 80 countries around the world. BKR International provides enhanced resources to meet the local and cross-border needs of its members and their clients. Member firms are committed to delivering superior client service throughout the world.





BKR International firms are selected for their local influence, expertise, and international capability. They must demonstrate that they have met the standards of their local jurisdiction, as well as undergo a thorough review by BKR's Regional and Worldwide Boards. Members must also show dedication to continuous improvement.

Membership allows firms to connect with like-minded professionals in other jurisdictions. Members exchange, benchmark, and share information and best practices on both technical and practice management levels. Members can also contract with other members for professional and technical resources.

## Governmental Services

Our Firm provides audit, risk advisory, accounting, consulting, computer consulting, bookkeeping, and management advisory services to governmental entities from each of the Firm's locations. Our team is well equipped and experienced to understand risks and concepts that are key to not only performing the services required of us, but also equipped to become advisors to your organization by understanding the importance of control frameworks and technical accounting knowledge. With this breadth of knowledge and resources, we aim to bring solutions to your professional services needs and add value to your organization by being a resource and trusted advisor.

As a Firm, we operate as a team utilizing the professionals best qualified to perform the engagement. Our clients receive the highest degree of attention from our government entity group consisting of Certified Public Accountants, Certified Internal Auditors, Certified Regulatory Compliance Managers, and Certified Information Systems Auditors.

Governmental entity clients have a diverse set of challenges, risks, and opportunities, deserving effective professional services. Each client engagement requires a specific approach based on the size, structure, and operational activities of each entity. Client references are included in this document and we are certain that those contacted will attest to our client focused approach and expertise in the governmental field. A summary of client services we provide that are most similar to those required by the City or have similar activities are as follows:

- *NCA provides audit and risk advisory services annually to more than 60 governmental entities.*
- *NCA performs over 15,000 hours of risk advisory services and information technology services annually.*
- *NCA works with various State Agencies providing internal control documentation assistance, indirect cost rate proposals, and operational consulting.*

## Risk Services

Our risk services practice is a major focus of our firm, and our diversity of this focus demonstrates our capability in serving governmental entities. To effectively provide the diverse services needed by governmental entity clients our personnel have ***developed numerous specialty certifications and designations to ensure our firm personnel are leading each specific area*** with the most up to date information and regulatory guidance, and to ensure our clients are receiving this information through professionals specifically focused on each area.

Our firm personnel have the following designations and certifications specific to the financial institution industry and to the proposed services:

- *Certified Internal Auditors* – over 20 team members have achieved the Certified Internal Auditor certification of the Institute of Internal Auditors.

- *Certified Information Systems Auditor* – six of our team members have achieved the Certified Information Systems Auditor certification of the Information Systems Audit and Control Association.
- *Certified Regulatory Compliance Manager* – our partner in charge of financial institution compliance services has achieved this certification.
- *Certified Anti-Money Laundering Specialist* – our team member focused on leading the fieldwork engagements for Bank Secrecy Act compliance and validation services has achieved this certification.

### Qualifications of Local Staff to be Assigned

NCA has long maintained a core objective to attract, develop and retain the best and brightest people. Numerous initiatives designed to support this have resulted in the firm being named one of the fastest growing firms in Atlanta according to the *Atlanta Business Chronicle*.

NCA strives to maintain consistent personnel assignments for client engagements, with a focus on providing our clients with highly competent, experienced staff. We would like to emphasize our commitment to maintaining professional team member continuity in servicing this engagement. Many of our clients rely on having the same resources available to them because it reflects a commitment to their organization and a deeper understanding of what their organization is trying to achieve. Our team builds a relationship based upon integrity, trust, and mutual respect, which is a primary reason that we maintain long-term professional relationships.

Our Firm operates across offices throughout Georgia and has integrated technology which allows our team to provide efficient, effective, and high-quality services to our clients from any location. The Firm has a total of 30 governmental audit staff members. The Firm has over 40 professionals engaged in internal control, information technology, and risk services throughout.

### Professional Organizations

We believe membership and involvement in professional organizations enhance technical proficiency and our ability to communicate about current topics with our financial institution and governmental entity clients. NCA and team members are proud to be associated with, and active participants in, the following professional organizations:

- American Institute of Certified Public Accountants
- Georgia Municipal Association
- Institute of Internal Auditors
- National Association of Certified Valuation Analysts
- Georgia Society of Certified Public Accountants
- Community Bankers Association of Georgia
- Georgia Bankers Association
- Community Bankers Association of Alabama
- South Carolina Association of Certified Public Accountants
- Alabama Society of Certified Public Accountants
- Florida Institute of Certified Public Accountants

### Leaders in Our Field

Our firm is committed to the profession of public accounting. Team members from our Firm are or have served as Chair of the Georgia Society of Certified Public Accountants, Council Member of the American Institute of Certified Public Accountants, committee leaders and participants for the GSCPA and AICPA, and members of the Board of BKR International.

Our Firm's commitment to quality has been a foundation of our Firm since inception. We are proud that we were a voluntary charter member of the Private Companies Practice Section of the American Institute of Certified Public Accountants Division for CPA Firms from 1979 until we transferred to the SEC section. The transfer to the SEC section (SECPS) and subsequently to the National Peer Review Committee was due to our expansion of assurance services to publicly traded companies. We are proud of the fact that we have successfully completed all peer reviews, including our most recent peer review that was completed during 2024.

NCA's association with BKR International provides our team with additional resources and gives us a competitive edge over many other firms.

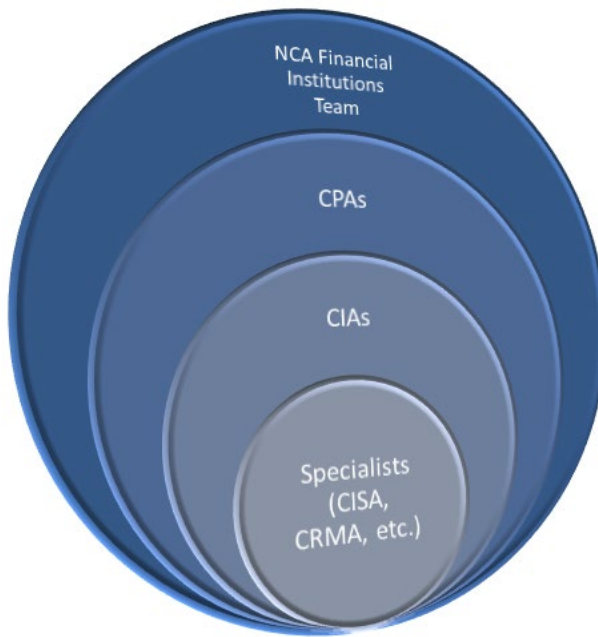
### Benefits of Working with Nichols Cauley

- Strong coordination and cooperation between NCA, management, auditors and other third parties who understand the requirements and procedures they follow, resulting in less duplicative effort.
- Experience working with clients in all areas of risk management
- We provide an independent view of the internal control systems and processes that exist within the company.
- Effective and efficient approach due to third party industry knowledge, procedures and tools that have already been developed.

## Qualifications

### Our Team

NCA utilizes a two-partner approach to performing services for government entities. Field work will be conducted by an experienced senior accountant, along with additional staff accountants with prior government entity experience.



We have a specific government entities services group, and all of our group's managers, senior accountants, and staff accountants have relevant industry experience and have participated in audit and consulting projects for governmental entities.

Our team has historically had low turnover rates, and we understand and commit to engagement management continuity to maximize our familiarity with your organization and gain efficiency across all services provided to you.

Our Government Entity's team members possess a wide array of skill sets and experience within your industry. These team members are well versed in risk management best practices, internal control framework at governmental entities, and many of our team members hold certifications for internal auditing services or specialized services in which governmental entities often need expertise.

### City of Dunwoody Engagement Team

The following are the engagement team members assigned to the engagement based on their expertise and ability to deliver the services requested.

Name	Engagement Role	Relevant Experience
Michael Johnston, CPA, CIA, CCCP	Engagement Partner	35+ Years of Industry Experience
Tim Veal, CPA/CITP, CRCM, CGMA, CIA, CISA, CRMA, CFP®	Engagement Review Partner	35+ Years of Industry Experience
Gregory Chapman, CPA, CIA, CISA, CGAP	Consulting Partner	20+ Years of Industry Experience

In addition to the above partners, our engagement team will include associate personnel who will work closely with your team to deliver services. We will utilize personnel on our team with relevant experience to your industry and services desired.

Refer to [Appendix B](#) for complete resumes of the City of Dunwoody engagement team.



### Personnel Continuity

Our proposed management team all have significant experience in our firm. This longevity allows us to maintain consistent team leadership for our clients. We also work to schedule other team members on a consistent basis with our clients, in order to ensure the knowledge gained by our team in one visit carries to the next.

Many of our clients rely on having consistent professional resources available to them as it reflects a commitment to their organization and a deeper understanding of their organizational structure and objectives. We believe this develops a professional services relationship that provides efficient and effective service delivery.

### Firm and Personnel Independence

Nichols Cauley and Associates, LLC and its associates are independent with respect to the City of Dunwoody.

We affirm that Nichols, Cauley & Associates, LLC, along with the key professional personnel assigned to the service team are properly licensed and in good standing in the state of Georgia. The CPAVERIFY documentation of the National Association of the State Boards of Accountancy for the Firm and for the key engagement partners has been included with this proposal.

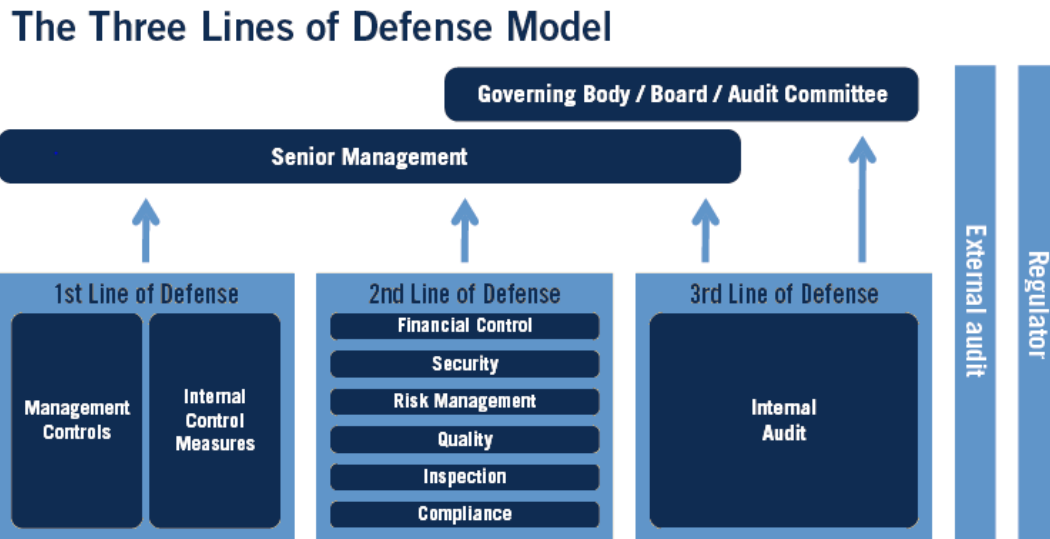
NCA has served as internal auditor for the City of Dunwoody for the past 5 years.

The Firm, nor any partner or employee, is presently a party to any pending litigation.

## Our Approach

### Risk Advisory Services/Internal Audit/Compliance Audit

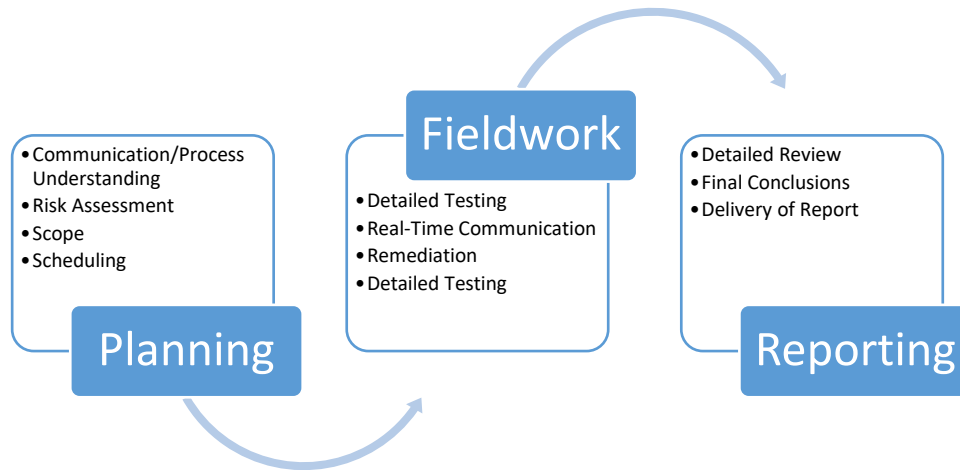
There are numerous stakeholders and parties having responsibility for risk management within an organization. The Governing Body and Management establish the risk management tone and expectations for an organization, promote compliance with its risk appetite, and manage risks within their spheres of responsibility consistent with risk tolerances. Management and other organization personnel are then responsible for executing the entity's risk management in accordance with established directives and protocols, and for establishing controls to manage activities within established risk parameters. A number of external parties, such as customers, vendors, business partners, external auditors, regulators, and internal auditors often provide information useful in effecting risk management within the organization. This can be demonstrated through the "Three Lines of Defense Model" in risk management.



Adapted from ECIIA/FERMA *Guidance on the 8th EU Company Law Directive, article 41*

Our approach to risk advisory services is built upon the Three Lines of Defense Model and our delivery of services occurs in three general stages:

- Planning
- Fieldwork
- Reporting



### Planning

Our execution of risk advisory services will begin with thorough and complete engagement planning. Each of the following stages are founded in a well-established engagement plan. In this stage the partners and lead engagement personnel will establish objectives and scope, and will establish engagement scheduling and timing expectations. With this, each engagement is tailored to the particular client, established expectations are communicated with client personnel and our Firm engagement personnel, and a schedule of completion is established.

### Fieldwork

Fieldwork is an opportunity to demonstrate the personal service and expertise we bring to our clients. We will work closely with your personnel to ensure the engagement plan is executed without disrupting the daily operations of your organization. In this stage we will perform detail testing of internal controls, governance processes, financial records and documentation, compliance activities and other activities and processes relevant to the engagement scope and objectives. Whether our team is on site, or leveraging our technology to work remotely, we will communicate with your personnel throughout this process, so organization management will as appropriate know the status of all engagement services, and will be immediately aware of any issues encountered. Our engagement lead team will be thoroughly involved in fieldwork so the status of engagement services are closely monitored and the resolution of any issues can be efficiently addressed. Throughout the services your management team will be fully aware of the status of all engagement services, and the expected timeline for reporting completion.

### Reporting

Following the completion of fieldwork, our management team performs a detailed review of all work performed to ensure the highest quality of our services and reporting. Our partners and engagement leadership team are involved in every aspect of our services delivery, ensuring that our engagements and delivery timelines are meeting the established objectives, and that any issues are addressed immediately so that surprises or unexpected delays do not delay or inhibit engagement objectives. Through this engagement involvement we are regularly communicating with management, and the Audit Committee/Board of Directors as appropriate, regarding the status of the engagement and any issues encountered.

At the conclusion of each engagement service or engagement milestone we will provide to the City a report of procedures performed, findings, any applicable response from management, recommendations for enhancement, and if applicable a plan for remediation testing.

### Coordination and Reporting

We will coordinate our services with the designated governing body of the City and with City personnel as assigned by the governing body.

We will modify our procedures, if necessary, should there be a change in risk as identified by the governing body or designated City personnel.

We will perform our procedures in compliance with consulting standards of the American Institute of Certified Public Accountants and Rule 101 of the Code of Professional Conduct. The procedures will not constitute an audit, the objective of which is the expression of an opinion on the specified elements and accounts of the financial statements. We will not perform an examination, the objective of which is the expression of an opinion on management's assertions. Accordingly, we will not express such opinions.

### Efficiency through Technology

Our Firm utilizes technology to both streamline the workflow of our engagements and protect data integrity for our Firm and your organization.

**Cloud Based Work Environment** – Our firm completes and retains all engagement documentation electronically, and our software allows our entire team to simultaneously complete planning, perform fieldwork testing, and review from any location in order to deliver services in a timely fashion and minimize our time and cost to you. Through our investment in document portals, Citrix based work environments, and video conferencing technology our team can complete much client work either on-site or off-site, allowing us to work with clients throughout the United States.



**Data Analytics** – Our firm has created a Data Analytics Group that uses tools like Python, Power BI and IDEA to develop processes to examine 100% of available data. Additionally, this group is able to visualize data in order to identify and track emerging trends and risks in an organization. Whether it is creating visual maps by census track of every loan in a Bank to assist with CRA compliance or developing a system to analyze all file maintenance changes over a period of time to gather trends or identify potentially fraudulent changes, this Group allows our team to take a different approach to risk management services than just traditional sample testing.

**Data Security** – Our Firm utilizes Right Network's Cloud service to provide IT infrastructure and support. Right Network manages our infrastructure, application footprint hosted within that infrastructure, and local networks (including firewall and workstation management). Access to the cloud network utilizes a multi-factor authentication process in addition to unique usernames and passwords requiring adequate complexity for access to our local networks. Our cloud services are delivered from two separate QTS datacenters. The data centers have completed both SOC1 and SOC2 examinations. The Right Network Cloud uses 128-bit encryption, with SSL/TLS ensuring the confidentiality, authentication and integrity of

session data. Right Network also manages our workstation security, patch management, email and virus protection, firewall management, intrusion protection, and network inventory. NCA has obtained and reviewed the most recent SOC 2 Type 2 report for the Right Network Cloud Applications.

### Quality Control

We are committed to providing quality services to our clients. Our commitment to quality has been a foundation of our Firm since inception. NCA was a voluntary charter member of the Private Companies Practice Section of the American Institute of Certified Public Accountants Division for CPA Firms from 1979 until we transferred to the SEC Practice Section (SECPS). The transfer to the SECPS and subsequently to the National Peer Review Committee was due to our expansion of assurance services to publicly traded companies. We are proud of the fact that we have successfully completed all peer reviews with unqualified opinions. Additionally, since NCA provides assurance services to publicly traded companies, our system of quality control is subject to inspections by the Public Company Accounting Oversight Board (PCAOB). NCA is also proud of the fact that we have successfully completed all such inspections.

Our quality control policies and procedures are outlined in our Quality Control Document, which is the bedrock upon which our accounting and auditing practice is based. It provides a structure for performing engagement procedures and a safety net for helping to ensure the Firm's reports are appropriate in the circumstances. It also reflects our commitment to quality at all levels.

The Quality Control policies and procedures address each of the following quality control elements:

- Leadership responsibilities for quality within our Firm
- Relevant ethical requirements
- Acceptance and continuance of client relationships and specific engagements
- Human resources
- Engagement performance and
- Monitoring





## Proposed Time Frame for Executing the Internal Audit

### Internal Audit and Procedures Review

NCA will provide internal audit services to the City, conducting internal reviews to evaluate the City's compliance with applicable federal, state and local laws, generally accepted accounting principles, and the establishment of financial internal controls.

The internal audit services will include:

- Annual development of risk-based audit risk assessment and audit plan
- Coordination and execution of audit plan at the direction of the audit committee and City management
- Quarterly audit preparation and planning
- Quarterly internal audit fieldwork and reporting
- Reporting and presentation to Audit Committee
- Coordination of fluid audit plan to address other matters as requested by Audit Committee or City management

Risk-based risk assessment and audit plan

- In conjunction with the audit committee and City management, develop a risk-based assessment and audit plan, through the evaluation of the City's policy documents, procedure documents and other relevant information. The risk assessment will be based on the financial activities and operations of the City, and will include an assessment consideration of factors such as:
  - Reputational risk
  - Inherent risk
  - Financial risk – Materiality
  - Compliance risk
  - Management override risk
  - Fraud risk

We would expect the assessment to include matters such as the following areas:

- Cash and Cash Equivalents
- Accounts Receivable
- Intergovernmental Receivables
- Due from Other Governments
- Due from Component Unit
- Real Estate
- Investing
- Internal Balances
- Prepaid Items
- Capital Assets
- Accounts Payable – P-Cards
- Direct Placement Bonds Payable
- Bonds Payable, short-term and long-term
- Intergovernmental Payables, short-term and long-term
- Note Payable
- Dunwoody not for profits

- Information Technology General Controls
- Review multi-year risk-based internal audit schedule

Internal Audit Visit Planning - **each quarterly internal audit will be coordinated with applicable City personnel**

- Develop and provide request list of evidence needed
- Be available for questions on requested items
- Confirm on-site dates and target deadlines
- Confirm request items are provided/available

Internal Audit Fieldwork and Reporting - **execution of each scheduled internal audit**

- Review relevant evidence
- Provide real-time updates on any recommendations
- Deliver recommendations for strengthening internal controls and best practices
- Report findings to management and Audit Committee
- Ongoing communication with management and Audit Committee for changes in scope, risks, and needs of the City.

As part of our overall reporting to the Audit Committee, we allocate time in each engagement to attend Audit Committee meetings in person. We believe attendance at these meetings allows us to better serve as a key member of your risk management team

## References

### **Atlanta Regional Commission**

Kelly Smith  
Atlanta, Georgia  
(470) 378-1497

### **Cobb/Douglas Public Health**

Jonathan Kemp  
Cobb-Douglas  
(770) 514-3117

### **City of Marietta, Georgia**

Beth Keller  
Marietta, Georgia  
(770) 794-5548

### **Houston County, Georgia**

Danyelle George  
Warner Robins, Georgia  
(478) 542-2115

### **District 4 Public Health: Troup County**

Teresa McDaniel  
LaGrange, Georgia  
(706) 298-7731

### **City of Dublin, Georgia**

Blake Daniels  
Dublin, Georgia  
(478) 277-5003

### **City of Warner Robins, Georgia**

Lydia Humphrey  
Warner Robins, Georgia  
(478) 293-1082

### **Fayette County, Georgia**

Sheryl Weinman  
Fayetteville, Georgia  
(770) 305-5186

### **City of Acworth**

Lindy Tisdell  
Acworth, Georgia  
(678) 801-4018

Other governmental clients include:

- Bleckley County, Georgia
- Coweta County, Georgia
- Cherokee County, Georgia
- Hancock County, Georgia
- City of Ideal, Georgia
- City of Woodstock, Georgia
- City of Tucker, Georgia
- Upson County, Georgia
- Georgia Municipal Association
- Cobb County Board of Health

## Appendix A - Resumes

### Michael F. Johnston

**Position:** Partner – Audit Services and Advisory Group – Michael would serve as the designated NCA partner to coordinate and provide the internal audit services to the City.

**Certifications:** Certified Public Accountant, License # CPA012168  
 Certified Internal Auditor  
 Certified Consumer Compliance Professional

**Education:** BBA in Accounting, Georgia Southern University

**Range of experience:**  
 Over 35 years of experience in public accounting and providing audit, advisory and internal audit services, serving clients in the governmental, banking, consumer finance, mortgage banking, and trust administration industries.

**Representative Projects:**

- Over 35 years performing financial statement audits for governmental organizations
- Over 35 years performing risk advisory – internal audit and consulting services for governmental organizations
- Internal control attestation and SOX 404 attestation engagements
- Development and implementation of Compliance Management System
- Current representative clients include the City of Brookhaven, Georgia and the Atlanta Regional Commission.

**Professional and business affiliations:**

The Institute of Internal Auditors - Member  
 American Institute of Certified Public Accountants – Member  
 Georgia Society of Certified Public Accountants - Member  
 NAFA – Consumer Compliance - Member  
 Georgia Bankers Association – Member  
 Community Bankers Association of Georgia - Member

**Continuing education:**

All requirements satisfied for certifications held

**E-mail:** [mjohnston@nicholscauley.com](mailto:mjohnston@nicholscauley.com)

**Timothy R. Veal**

Position: Partner – Audit Services and Advisory Group

Certifications: Certified Public Accountant, License # CPA012453  
 Certified Information Technology Professional  
 Certified Information Systems Auditor, Certification # 427963  
 Certified Internal Auditor  
 Certification in Risk Management Assurance  
 Chartered Global Management Accountant  
 Certified Regulatory Compliance Manager

Education: BBA in Accounting, University of Georgia, Athens, Georgia

Range of experience:  
 Over 35 years of experience in public accounting industry performing various information technology and operational engagements

## Representative Projects:

- Over 35 years in performing Information Technology (IT) General Controls Reviews
- Over 35 years performing financial statement audits
- Over 35 years performing internal audit and consulting services
- Performed SOX Consulting and SOX Attestation projects
- Numerous speaking engagements in Georgia pertaining to IT, Internal Audit, Controls, Compliance, Security and Director Training

## Professional and business history:

Nichols, Cauley & Associates, LLC, 1988 to present

## Professional and business affiliations:

The Institute of Internal Auditors - Member  
 Information Systems Audit and Control Association (ISACA) – Member  
 American Institute of Certified Public Accountants – Member  
 Georgia Society of Certified Public Accountants - Member  
 American Bankers Association - Member  
 Georgia Bankers Association - Member

## Continuing education:

All requirements satisfied for certifications held

E-mail: [tveal@nicholscauley.com](mailto:tveal@nicholscauley.com)



**Gregory M. Chapman**

Position: Partner – Audit Services and Advisory Group

Certifications: Certified Public Accountant, License # CPA027337  
Certified Internal Auditor  
Certified Information Systems Auditor, Certification # 14117574

Education: MAcc, Georgia College & State University, Milledgeville, Georgia;  
BBA in Accounting, Georgia College & State University, Milledgeville, Georgia.

Range of experience:  
A diverse background of risk management and consulting for financial institutions and governmental audits, internal control development, evaluation and other procedures, as well as financial institution auditing, accounting and consulting for the past 11 years.

Respective Projects:

- Engagement Partner or Review Partner on audits of governmental entities, nonprofit entities, and financial institutions
- Assistant, In-charge, Manager and Partner on consulting projects for the past 11+ years.

Professional and business history:  
Nichols, Cauley & Associates LLC, Certified Public Accountants, 2006 to present;  
Private company, 1997 to 2005.

Professional and business affiliations:  
Georgia Society of Certified Public Accountants, Inc. – Member;  
American Institute of Certified Public Accountants – Member;  
The Institute of Internal Auditors – Member;  
Information Systems Audit and Control Association (ISACA) – Member.

Continuing education:  
All requirements satisfied for certifications held

E-mail: [gchapman@nicholscauley.com](mailto:gchapman@nicholscauley.com)

## Appendix B – Peer Review

National Peer  
Review Committee

July 30, 2024

Todd Giddens  
Nichols, Cauley & Associates, LLC  
400 Corder Rd Ste A  
Warner Robins, GA 31088-7166

Dear Todd Giddens:

It is my pleasure to notify you that on July 24, 2024, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Liz Gantnier', with a stylized flourish at the end.

Liz Gantnier  
Chair, National PRC

+1.919.402.4502

cc: Jonathon Eade, Calvin Brantley

Firm Number: 900010093292

Review Number: 597634



*Jones, Nale & Mattingly PLC*

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Members of  
Nichols, Cauley & Associates, LLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Nichols, Cauley & Associates, LLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of the applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

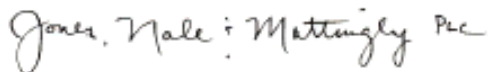
### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Nichols, Cauley & Associates, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Nichols, Cauley & Associates, LLC has received a peer review rating of *pass*.



Louisville, Kentucky  
February 15, 2024

The following pages present the license of Nichols, Cauley & Associates, LLC, to operate in the state of Georgia, and the licenses of each partner named in this proposal, to operate in the state of Georgia, as obtained from the website of the Georgia State Board of Accountancy.



GEORGIA STATE BOARD OF ACCOUNTANCY [↗](#)



NICHOLS CAULEY & ASSOCIATES LLC

Record Last Updated: 2025-11-13

Business Address

NICHOLS CAULEY & ASSOCIATES LLC  
DUBLIN, GA  
UNITED STATES

[Contact the GA Board for official verification of information →](#)

License

License / Permit / Certification Number	ACF001830	
Registration Number	-	
License / Permit / Certification Status	ACTIVE	<a href="#">(Definition)</a>
License Type	PUBLIC ACCOUNTING FIRM	<a href="#">(Definition)</a>
Basis for License	APPLICATION	
Issue Date	1987-12-15	
Expiration Date	2026-06-30	
Enforcement, Non-Compliance or Disciplinary Actions <a href="#">(Definition)</a>	None reported to this site by the state board.	
Other Information	None	

GEORGIA STATE BOARD OF ACCOUNTANCY [↗](#)



MICHAEL FREDERIC JOHNSTON

Record Last Updated: 2025-11-13

Home Address

FAYETTEVILLE, GA  
UNITED STATES

Business Address

FAYETTEVILLE, GA  
UNITED STATES

[Contact the GA Board for official verification of information →](#)

License

License / Permit / Certification Number	CPA012168	
CPE ID	CPE-CFBE7	<a href="#">(Definition)</a>
Registration Number	-	
License / Permit / Certification Status	ACTIVE	<a href="#">(Definition)</a>
License Type	CERTIFIED PUBLIC ACCOUNTANT	<a href="#">(Definition)</a>
Basis for License	EXAMINATION	
Issue Date	1990-09-13	
Expiration Date	2027-12-31	

Was certificate issued as a result of an exam?	Yes
Years licensed	35
CPA can practice public accounting?	-
Enforcement, Non-Compliance or Disciplinary Actions (Definition)	None reported to this site by the state board.
Other Information	None

GEORGIA STATE BOARD OF ACCOUNTANCY [↗](#)



**TIMOTHY RAY VEAL**

Record Last Updated: 2025-11-13

**Home Address**

DUBLIN, GA  
UNITED STATES

**Business Address**

DUBLIN, GA  
UNITED STATES


[Contact the GA Board for official verification of information →](#)

**License**

License / Permit / Certification Number	CPA012453	
CPE ID	CPE-28F22	<a href="#">(Definition)</a>
Registration Number	-	
License / Permit / Certification Status	ACTIVE	<a href="#">(Definition)</a>
License Type	CERTIFIED PUBLIC ACCOUNTANT	<a href="#">(Definition)</a>
Basis for License	EXAMINATION	
Issue Date	1990-12-06	
Expiration Date	2025-12-31	

Was certificate issued as a result of an exam?	Yes
Years licensed	34
CPA can practice public accounting?	-
Enforcement, Non-Compliance or Disciplinary Actions (Definition)	None reported to this site by the state board.
Other Information	None

ALABAMA STATE BOARD OF PUBLIC ACCOUNTANCY [↗](#)



**TIMOTHY R VEAL**

Record Last Updated: 2025-11-13

**Home Address**

DUBLIN, GA

**Business Address**

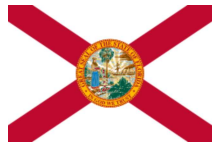
DUBLIN, GA

[Contact the AL Board for official verification of information →](#)

License		
License / Permit / Certification Number	9901-R	
CPE ID	CPE-28F22	(Definition)
Registration Number	-	

License / Permit / Certification Status	ACTIVE	<a href="#">(Definition)</a>
License Type	CPA	<a href="#">(Definition)</a>
Basis for License	-	
Issue Date	2005-03-31	
Expiration Date	2026-09-30	
Was certificate issued as a result of an exam?	-	
Years licensed	20	
CPA can practice public accounting?	-	
Enforcement, Non-Compliance or Disciplinary Actions <a href="#">(Definition)</a>	None reported to this site by the state board.	
Other Information	None	

## FLORIDA DIVISION OF CERTIFIED PUBLIC ACCOUNTING [↗](#)



**TIMOTHY R VEAL**

Record Last Updated: 2025-11-13

### Business Address

VEAL, TIMOTHY R  
DUBLIN, GA  
US

### Mailing Address

DUBLIN, GA  
US

Contact the FL Board for official verification of information →

License

License / Permit / Certification Number	AC38866	
CPE ID	CPE-28F22	<a href="#">(Definition)</a>
Registration Number	-	
License / Permit / Certification Status	CURRENT, ACTIVE	<a href="#">(Definition)</a>
License Type	CERTIFIED PUBLIC ACCOUNTANT	<a href="#">(Definition)</a>
Basis for License	RECIPROCAL	
Issue Date	2006-10-12	
Expiration Date	2027-12-31	
Was certificate issued as a result of an exam?	-	
Years licensed	19	
CPA can practice public accounting?	-	
Enforcement, Non-Compliance or Disciplinary Actions <a href="#">(Definition)</a>	None reported to this site by the state board.	
Other Information	None	



GEORGIA STATE BOARD OF ACCOUNTANCY [↗](#)



**GREGORY MORRIS CHAPMAN**

Record Last Updated: 2025-11-13

**Home Address**

DUBLIN, GA  
UNITED STATES

**Business Address**

DUBLIN, GA  
UNITED STATES

[Contact the GA Board for official verification of information →](#)

**License**

License / Permit / Certification Number	CPA027337	
CPE ID	CPE-1F100CB	<a href="#">(Definition)</a>
Registration Number	-	
License / Permit / Certification Status	ACTIVE	<a href="#">(Definition)</a>
License Type	CERTIFIED PUBLIC ACCOUNTANT	<a href="#">(Definition)</a>
Basis for License	EXAMINATION	
Issue Date	2009-02-03	
Expiration Date	2027-12-31	

Was certificate issued as a result of an exam?	Yes
Years licensed	16
CPA can practice public accounting?	-
Enforcement, Non-Compliance or Disciplinary Actions (Definition)	None reported to this site by the state board.
Other Information	None

**SOUTH CAROLINA BOARD OF ACCOUNTANCY** [↗](#)



**GREGORY MORRIS CHAPMAN**

Record Last Updated: 2025-11-13

**Business Address**

DUBLIN, GA  
US

[Contact the SC Board for official verification of information →](#)

**License**

License / Permit / Certification Number	CPA.10951	
CPE ID	CPE-1F100CB	(Definition)
Registration Number	-	
License / Permit / Certification Status	ACTIVE	(Definition)

License Type	CERTIFIED PUBLIC ACCOUNTANT	(Definition)
Basis for License	RECIPROCITY	
Issue Date	2023-03-31	
Expiration Date	2027-01-31	
Was certificate issued as a result of an exam?	-	
Years licensed	2	
CPA can practice public accounting?	-	
Enforcement, Non-Compliance or Disciplinary Actions (Definition)	None reported to this site by the state board.	
Other Information	None	



THANK YOU!

We look forward to hearing from you!

Nichols, Cauley & Associates, LLC  
1300 Bellevue Avenue  
Dublin, Georgia 31021



NCA Dublin: 478-275-1163  
Toll Free: 800-823-0117

Tim Veal: 478-290-5036

NCA Dublin: [dublin@nicholscauley.com](mailto:dublin@nicholscauley.com)  
Tim Veal: [tveal@nicholscauley.com](mailto:tveal@nicholscauley.com)



#4.

# *City of* **Dunwoody** *Georgia*

## Internal Audit Services RFP Presentation

December 2025

# **Internal Audit Services**

- Differences between **Internal** and **External** Auditors.
  - **Internal audit** services work to improve the City's operational efficiency and internal controls. The **internal auditor** reports to city management and the Audit Committee. Focuses tend to be on having established controls in place along with operational efficiency.
  - **External audit** services are performed by independent third parties who provide an opinion on the accuracy of the City's financial statements for City Council and residents. The external audit is a mandatory function that must be performed annually.

# **Internal Audit Services RFP - Summary**

#4.

- Original agreement was for the fiscal years ending December 31, 2021, through 2025.
- New agreement will be for 5 years and will cover the fiscal years ending December 31, 2026, through 2030.
- Nichols, Cauley & Associates Cost Proposal:
  - 2026 - \$16,200
  - 2027 - \$17,000
  - 2028 - \$17,850
  - 2029 - \$18,750
  - 2030 - \$19,700
- Annual costs will be included in each fiscal year's budget within the Finance Department



# **Internal Audit Services RFP - Detail**

- Internal Audits will be conducted quarterly, for a total of 4 audits per year.
- Prior Years Internal Audit Plan:
  - 2025 Q1 – Convention & Visitors Bureau (Discover Dunwoody)
  - 2025 Q2 – Capital Projects
  - 2025 Q3 – Evidence Room
  - 2025 Q4 – Purchasing Cards/Gas Cards (WEX and QT)
  - 2024 Q1 – Bank Account Reconciliation – Cash Collateralization Procedures
  - 2024 Q2 – Vendor Practices – Disbursement Procedures
  - 2024 Q3 – Hotel/Motel Tax Fund
  - 2024 Q4 – Purchasing Cards/Gas Cards (WEX and QT)
  - 2023 Q1 – Business License Supervisor
  - 2023 Q2 – Payroll Processing
  - 2023 Q3 – Information Technology General Controls
  - 2023 Q4 – Purchasing Cards/Gas Cards (WEX and QT)