

Hoosick Falls Central School District

P.O. Box 192, 21187 NY 22

Hoosick Falls, NY 12090

518-686-7012

Request for Proposals for
Audit Services

Submit Proposal By: February 28, 2023 at 2:30 p.m.

Submit To: Emily Sanders
School Business Administrator
Hoosick Falls Central School District
P. O. Box 192, 21187 NY 22
Hoosick Falls, NY 12090

The Hoosick Falls Central School District Board of Education seeks to secure the services of a qualified and experienced audit firm. The District seeks annual audit services for fiscal year July 1, 2022 through June 30, 2023 and may be extended beyond to fiscal years; July 1, 2023 through June 30, 2024; and July 1, 2024 through June 30, 2025 at the option of the District.

This request for proposal seeks information from the audit firm regarding any annual audits or management services requested by the District during the anticipated engagement.

Description of the District:

General Fund Budget	\$25,348,933
Enrollment: K-12	1,100
Number of Employees:	
# of Administrators	7
# of Teachers	118
# of Support Staff	103
Schools:	One K-12 Building
Board of Education (description of BOE)	7 member board
Other Operations:	District operated Cafeteria Program
Number of W-2's printed for 2022:	329
Number of purchase orders used from July 1, 2021 to June 30, 2022:	1325
Number of extra-classroom activity fund checks used from July 1, 2021 to June 30, 2022:	166

Scope:

The annual audit of all funds of the District shall be performed in accordance with:

- Generally Accepted Auditing Standards
- Standards promulgated by the New York State Comptroller
- Regulations of the Commissioner of Education
- Regulations of the Federal Government regarding Federal Funds

Any requested special audits or management services shall be performed in accordance with specific guidelines from the District's Audit Committee, Board of Education or Superintendent of Schools.

All working papers associated with this engagement shall be retained for a minimum of five years from the date of the audit report. Further, all such working papers shall be available for examination by authorized representatives of cognizant agencies, the Hoosick Falls Central School District, and subsequent independent auditors.

Qualifications of Firm's Staff:

The District is interested in the level and type of government auditing experience of those persons to be assigned as senior auditor(s) and/or manager. Brief resumes and listings of governmental or school district contacts to attest to their experience should be included. A copy of auditor's resume and CPA license should be provided with RFP. The resumes should include the continuing education completed by the auditor.

Qualifications and Experience of the Firm:

Firms submitting proposals should be of a sufficient size to ensure stability and responsiveness during the engagement. Firms submitting proposals shall provide information about their size as well as their local government and school district experience. A listing of local government and school district references is requested.

Annual Audit Time Requirements:

The fiscal year ends June 30th and Commissioner's Regulations require the Independent Auditor's report to be filed by October 15th.

In accordance with the above, the District will require that the selected firm's assigned staff perform preliminary audit work (i.e. test of transactions) prior to the close of the fiscal year. Final fieldwork shall begin about the 3rd week in August and conclude not later than August 31st annually. It is estimated that the actual time in the District will be between three (3) and five (5) days during August. The District requires that the staff assigned to perform preliminary audit work prior to June 30th will be substantially the same staff to complete the fieldwork in August. All audit work shall be scheduled with the District's approval in advance of the actual audit. The District will require the audit firm to provide the finished audit to the District's Audit Committee, and also to the Board of Education at the September Board meeting on the third Thursday of September.

Auditor's Report:

The firm will type and make copies of all reports on its premises and deliver 3 copies of all reports to the District Office. The annual audit report's letter to management shall be attached to or included in the same binder with the financial statements. The firm shall advise the District's Audit Committee as to the proper promulgation of their reports in writing.

Inquiries:

All inquiries concerning this RFP should be directed to:

Emily Sanders
School Business Administrator
(518) 686-7012 ext 1604

Requirements for Proposals:

All proposals must be received by the School Business Administrator no later than Date and Time indicated on Bid Proposal. Any proposals received after this deadline will be returned unopened to the firm.

Each firm shall submit one (1) original proposal and one (1) copy to the following address:

Hoosick Falls Central School District
Emily Sanders, School Business Administrator
PO Box 192, 21187 NY 22
Hoosick Falls, NY 12090

The envelope shall be labeled "Audit Proposal".

All proposals and accompanying documentation become the property of the Hoosick Falls Central School District.

Proposal Information:

1. Each proposal will clearly state the fees to be charged to the District for:

- Annual audit of all funds of the District for the year ended June 30, 2023;
- Annual audit of all funds of the District for the year ended June 30, 2024 should the District opt to reappoint the audit firm;
- Annual audit of all funds of the District for the year ended June 30, 2025 should the District opt to reappoint the audit firm;

This fee should be a flat annual rate and include necessary expenses. The fee should also cover follow-up work, rectifying deficiencies with any cognizant agencies, provide for unlimited telephone advice, and counsel to the School's Business Office staff throughout the term of this contract and meetings with the District's Audit Committee without additional charge. The services of the auditor may be extended beyond the above responsibilities should the District opt to retain the auditing firm for future years.

- Each proposal will also state the basis on which special audit or management or services fees will be billed if requested

2. Names and resumes of personnel to be assigned to this audit, including the partner(s) in charge. It is fully expected that the personnel indicated will be those assigned to the project. Please provide an affirmation statement that those assigned have met all the continuing professional education (CPE) requirements necessary to satisfy the United State General Accounting Office (GAO) standards. Also, provide the name(s) of individuals in the firm that will be available throughout the term of the contract for continuing advice and counsel.
3. A listing of experience in the performance of the requested services for school districts and municipalities in New York State and the years of such experience.
4. Responses to this request for proposal should include an affirmation by the auditor that there are no conflicts of interest between the firm and the Hoosick Falls Central School District.

Board of Education Process:

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

The original copy of all proposals received will be kept on file in the District Office.

Criteria for Selection:

- Professional credentials including a license or other credential showing auditor is a CPA;
- Number of people, by level, that would be assigned to our audit, and their government auditing experience;
- Number of New York State school districts that the firm has audited, including total years of service;
- Other professional services that may be performed for this District in addition to or in conjunction with the Hoosick Falls Central School's financial audit if requested;
- Audit approach – type of audit program, use of District's staff, time frame;
- Qualifications – size and experience of staff, educational background specialized skills;
- Professional fees;
- Service to the District;
- School District references;

**HOOSICK FALLS CENTRAL SCHOOL DISTRICT
PO BOX 192, 21187 NY 22
HOOSICK FALLS, NY 12090
Bid Proposal**

All proposals should be sent to the Hoosick Falls Central School District, Emily Sanders, School Business Administrator, PO Box 192, 21187 NY 22, Hoosick Falls, NY 12090.

Proposals will be reviewed by the School Business Administrator and Superintendent. Representatives from firms submitting proposals may be invited for interviews. The successful RFP will be approved by the March 16, 2023 meeting.

The School Auditor will be appointed by the Board of Education at its' next meeting following the selection process and then appointed annually at the July Organizational Meeting. The District reserves the right to reject any and all proposals.

I, _____, propose to furnish the annual audit for the fiscal year ending June 30, 2023 and provide consultation services during the 2022-2023 school year for a flat annual rate of \$ _____. Any special audit work requested by the District beyond that described in the RFP will be at \$ _____ per hour.

I, _____, propose to furnish the annual audit for the fiscal year ending June 30, 2024 and provide consultation services during the 2023-2024 school year for a flat annual rate of \$ _____. Any special audit work requested by the District beyond that described in the RFP will be at \$ _____ per hour.

I, _____, propose to furnish the annual audit for the fiscal year ending June 30, 2025 and provide consultation services during the 2025-2026 school year for a flat annual rate of \$ _____. Any special audit work requested by the District beyond that described in the RFP will be at \$ _____ per hour.

Please enclose a copy of your CPA License, references and other requested credentials.

RFP is due February 28 at 2:30 p.m.

Signature: _____
Date: _____

Name of Firm: _____
Address: _____

Phone #: _____
Fax #: _____ sanderse _____