

GREENBURGH-GRAHAM UNION FREE SCHOOL DISTRICT

REQUEST FOR PROPOSAL – AUDITING SPECIFICATIONS

March 2021

Overview

The Greenburgh-Graham Union Free School District is accepting proposals from CPA firms to provide auditing services. Each interested firm must submit a proposal to the District by 10 a.m. on March 9, 2021. The Board of Education is required under Education Law Section 2116-a, Regulations of the Commissioner Section 170.2(r) and Section 172.3(d), and Chapter 263 of the Laws of 2005 to secure an annual audit by an independent auditor for all funds. The Single Audit Act of 1984 also requires an audit of federal monies received when the total amount allocated to the school district exceeds \$600,000.

The District's fiscal year begins July 1 and ends June 30th. 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 prior to the close of the fiscal year. Final fieldwork shall begin no later than July 25th and conclude no later than August 9th annually (or on a date mutually agreed to). The District requires that the staff assigned to perform preliminary audit work prior to June 15th will be the same staff to complete the year-end fieldwork.

The firm will be required:

1. To perform an audit of the District's financial statements in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States.
2. Perform an audit of the District's federal award expenditures in accordance with OMB Circular A-133
3. To provide assistance to the District in the preparation of the District's financial statements, all detailed footnotes and other required disclosures and make copies of all reports on its premises and deliver 25 bound copies and an electronic copy of the report to the District Treasurer/School Business Official no later than October 5.
4. To provide the letter to management and deliver 25 copies and an electronic copy of the letter no later than October 5, 2022.
5. To be available to meet with the school district's Audit Committee at least twice during the fiscal year. Also, the firm is expected to present the results of the annual audit to the

Board of Education at a regularly scheduled public meeting. It is anticipated that the Board of Education, District officials and staff will be at the public meeting.

School District

Scope

The Greenburgh-Graham Union Free School District maintains its records in compliance with the New York State Uniformed System of Accounts for School Districts.

There are two major areas of audit:

1. The funds and account groups of the Board:

- General Fund
- Special Revenue Fund: Special Aid Fund
- Cafeteria Fund
- Trust & Agency Funds: Expendable Trust Funds
Non-expendable Trust Funds
Agency Funds
- Account Groups: General Fixed Assets Accounts

The payroll and financial records of the Board of Education are maintained on Finance Manager.

This audit will be GASB-34, GASB-45 and GASB-54 compliant and made in accordance with generally accepted auditing standards and the New York State Education Department's Minimum Program for Audit. The Single Audit will include those requirements defined in OMB Circular A-133, "Audits of State and Local Governments".

The reporting requirements are as follows:

1. An audit opinion with accompanying financial statements and notes for all funds and account groups of the Board.
2. Independent auditor's on compliance with requirements of federal programs in accordance with OMB-A-133. Assistance with electronic filing of the data collection form also should be available.
3. A management letter, which will include a summation statement of audit findings, description of any internal control deficiencies, and recommendations for financial management improvement.

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4. A presentation of the above to the Audit Committee of the Board.
5. A presentation of the above to the Board of Education at a regularly scheduled public meeting.

Interim fieldwork should be performed in preparation for year-end closing, and should test existing internal control procedures to such an extent that the independent auditors can place reliance on the internal control in developing their judgment on the final statements.

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 concerned agencies, the Greenburgh Graham Union Free School District and subsequent independent auditors.

RFP Requirements

Your proposal should clearly state the following:

1. 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.

2. Qualifications and experience of the firm's staff

The district is interested in the level and type of government auditing experience of those persons to be assigned as auditor(s) and/or manager. Brief resumes and listing of governmental or school district contacts to attest to their experience should be included. The Board of Education or the District reserves the right to reject staff who they feel do not have appropriate experience or qualifications to conduct the audit.

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 would 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 States 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.

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3. Proposed fee structure

Each proposal will clearly state the fees to be charged to the district for the annual audit of all funds of the district for the years ended June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024 and June 30, 2025.

This fee should be a flat annual rate and include necessary expenses, if any. The fee should also cover follow-up work and provide for advice and counsel to the staff throughout the term of this contract.

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

4. A listing of experience in the performance of the requested services for school districts or municipalities in New York State and the years of such experience.

5. Responses to this request for proposal should include an affirmation by the auditor that there are no conflicts of interest between the audit firm and the Greenburgh-GrahamUnionFreeSchool District.

6. The Board of Education reserves the right to withdraw from a contract entered into as a result of this proposal.

Evaluation of Proposals

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 office of the District Treasurer/School Business Official

Copies will be distributed as follows: Superintendent of Schools, District Audit Committee, and Board of Education.

School District

Scoring criteria

- Qualifications – experience of firm, size and experience of staff, educational background, specialized skills
- Number of people, by level, that would be assigned to the audit, and their government auditing experience
- Number of New York State school districts that the firm has audited, including total years of service
- Results of Peer Review
- Audit approach – type of audit program, use of district's staff, time frame
- Overall cost

Results and Contract Award Process

It is the intent of the Board of Education to award a contract for auditing services within about 60 days after the RFP deadline. All respondents shall receive a letter informing of the Board's award. An award by the Board of Education shall be subject to successful contract negotiations.

Mailing Instructions

All proposals must be received by the District Clerk no later than March 9, 2021 at 10 a.m. Any proposals received after this deadline will be returned unopened to the firm.

Each firm shall submit one original proposal and 6 copies to the following address:

**Tracy L. Woodson
District Clerk
Greenburgh-Graham Union Free School District
1 South Broadway
Hastings-on-Hudson, New York 10706**

The envelope shall be labeled “Audit Proposal”.

All proposals and accompanying documentation become the property of the Greenburgh Graham Union Free School District. The district shall not divulge any information presented in the RFP to anyone outside the district without the written approval of the firm.

Questions concerning this request for proposal may be directed to:

**Loretta Hagan
(914) 478 – 1106, x4447
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