

Audit Proposal Information

Sealed audit proposals will be accepted by the Town of Santee until 5 p.m. on April 27, 2018. Please direct proposals to the attention of Donnie L. Hilliard, Mayor. All proposals become the property of the Town of Santee.

All proposals will become part of the requesters' files without obligation.

Nature of Service required

1. Audit period will be July 1, 2018 through June 30, 2019. (One year)
2. Special reports, exhibits, and schedules required:
 - a. Accounts Report
 - b. Balance Sheet
 - c. Schedule of Cash
 - d. Statements of Changes in Financial Position
 - e. Notes of Financial Statement
3. Conferences:
 - a. Exit conference with Mayor/Clerk Treasurer
 - b. Exit conference with office personnel
4. Description of entity and records to be audited:
 - a. General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable.
5. Available manuals and information sources:
 - a. Minutes of the board meeting of the Town Council
 - b. Town ordinances, policies and procedures.
6. Details of fixed assets are maintained. Fixed assets are based on costs when available otherwise on estimates authorized by the Town Council. The fixed assets ledger was constructed with historical information by the Town's staff during the audit period.
7. A budget is maintained and is available for examination.
8. Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior staff approval.
9. Work areas will be provided by the Town in close proximity with the financial records on the premises.
10. Report Requirements:
 - a. The report will be addressed to the Mayor/ Town Council and will contain items listed in item #2.
 - b. The report will state the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
 - c. Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles findings of non-compliance and

ineligible expenditures must be presented in enough detail for management to be able to understand them.

- d. A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.

11. Time Requirements:

- a. Proposals will delivered to the Town Hall at 194 Municipal Way no later than 5 p.m. on April 27, 2018.
- b. If presentation of possible finalists is necessary, no one with personal bias will interview proposers.
- c. The Town Council have made no decisions on the date of the award of the audit. All proposers will be notified of the Council action in a timely manner.
- d. Once a contract has been signed, work may begin immediately to generate the audit in a progress manner with costs to be billed to the Town as the charges are generated by the proposer in accordance with the original agreement.
- e. Preliminary work to close accounts can begin immediately.
- f. The preliminary report and exit conference will be completed prior to November 15, 2019.

12. Report Review Timing and Number of Copies:

- a. Prior to the submission of the completed audit report, the audit firm will be required to deliver and review the draft and the proposal management letter with the Mayor.
- b. Copies Required:
 - i. Audit report: 15 copies
 - ii. Management letters: 6 copies
 - iii. Working papers: 1 copy

13. The Town reserves the right:

- a. To reject any and all proposals submitted
- b. To request additional information from all proposers