

Town of Santee, South Carolina  
Request for Proposal  
Audit Services

Date: February 28, 2018  
To: Qualified Parties  
From: Donnie L. Hilliard, Mayor  
Subject: Professional Auditing Services

The Town of Santee (the Town) is soliciting proposals from qualified firms of certified public accountants to audit the Town's financial statements for the fiscal year ending June 2019, with the option of auditing the Town's financial statements for the two subsequent fiscal years.

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility – Authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audits for the Town.
3. A list of similar local governments or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
  - a. Participation of senior audit personnel assigned to the engagement.
  - b. Frequency of contact with fiscal personnel.
  - c. Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history- what assurances you can provide the Town regarding the assignment of your permanent personnel to the engagement.
6. Description of the capability to audit a computerized accounts receivable (utility) system and to audit during the development of a completely computerized fund accounting system.
7. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within the town structure.
8. A detailed audit plan.
9. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the Mayor and/or designee. This disclosure should include an estimation of the increased fees and the reason for the increase.
10. Estimated number of hours to complete the audit by classification of your employee, i.e. partners, senior and junior associates.
11. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
12. Proof of the ability of the audit firm to produce statements and to print annual report.
13. Proof that the audit firm is certified to conduct municipal audits by the Board of Accountancy.

The audit proposal information will provide you with information about the Town's financial records. A copy of the audit report from a previous fiscal period may be requested.

The final decision of the selection of the firm to conduct the audit will be made by the Town Council. The final agreement will be in the form of a written contract following the Standard Agreement form used by the CPA firms conducting audits.

All questions and correspondence should be directed to Donnie L. Hilliard, Mayor, in writing at the above address or by calling 803-854-2152 ext. 206. Contact with Town personnel other than Donnie L. Hilliard regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before April 27, 2018.