



**REQUEST FOR PROPOSAL
ANNUAL AUDIT
CITY OF CAMDENTON, MISSOURI**

DEADLINE:

10:00 AM

THURSDAY, JULY 13, 2023

CITY OF CAMDENTON
ATTN: CITY CLERK
437 W US HIGHWAY 54
CAMDENTON, MO 65020

Audit Bid Specifications

The City of Camden is soliciting proposals for the City's annual independent certified audit for the five fiscal years ending September 30th, 2023, 2024, 2025, 2026 and 2027. Sealed bids should be submitted to the City Clerk no later than 10:00 AM on July 13, 2023. Mark on the outside of the envelope "Bid on Annual Audit". The City will require the successful firm to execute the attached *Consultant Services Agreement*, effective for a period of one (1) year with four annual renewals. A submittal indicates agreement with the attached *Consultant Services Agreement*. Bids will be publicly opened at 10:00 AM on July 13, 2023 at City Hall.

For additional information, contact Jeff Hooker, City Administrator or Renée Kingston, Assistant City Administrator/City Clerk at the City Hall, 573-346-3600. The City reserves the right to request additional information and to reject any or all bids and to accept the bid considered by the City to be the best suited to fulfill the needs of the City of Camden.

A. Background Information:

1. The City of Camden is a Fourth Class city with a population of approximately 4,000 and operates under a Mayor, six Council Members, and Administrator form of government. The Administration Department consists of a City Administrator, Assistant City Administrator/City Clerk, and three clerical/accounting persons which process payroll, accounts payable and cash receipts. There are approximately 45 full time employees and approximately 25 part time/seasonal employees. The City's fiscal year ends September 30th.
2. The City's annual (12 month) budget is approximately 7.0 to 8 million dollars. The City has State and Federal grant activity.
3. The funds and departments presently in use are:

a. Government Fund Types

- | | |
|---|---|
| <ol style="list-style-type: none">1. <u>General</u>
Administration
Police Department
Fire Protection
Certificates of Participation4. <u>Transportation</u>
Street
Airport5. <u>Special Road District</u>6. <u>Special Revenue</u>
Capital Improvement
Parks
Aquatic Center | <ol style="list-style-type: none">8. <u>Cemetery</u>9. <u>Economic Development</u> |
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b. Enterprise Fund

1. Water/Sewer Operating
4. The City utilizes the modified accrual basis of accounting for all funds except for the Enterprise Fund, which utilizes the full accrual basis.
5. The City's accounting records are essentially all computerized. The Auditor and the City staff shall jointly be responsible for computing depreciation for the year.
6. The City does prepare interim financial statements (Revenue, Expenditure and Balance Sheet) for all funds each month.

7. The firm of Dana F. Cole & Company, LLP, Certified Public Accountants of Overland Park, Kansas performed the audit last year.

B. Scope of Audit

1. General – It is the desire of the City to attain, as nearly as possible, an unqualified opinion letter and accordingly request that you consider in pricing your proposal the auditing adjustments necessary, if any, to conform with the modified accrual and full accrual methods as might apply to the various funds. The audit shall include an examination of the financial and other records of the various activities, departments and funds of the City in accordance with the applicable generally accepted auditing standards, including the examination and testing for fraudulent or improper financial activity. The examination shall also be made in compliance with the laws of the State of Missouri, Government Auditing Standards issued by the Comptroller General of the United States, the requirements of any Federal Agency with which the City may have a Grant Program, the requirements of OMB A-133, and any other applicable requirements, including those promulgated by GAAP, NCGA, AICPA and GASB.
2. Reports required at the completion of the audit:
 - a. A report and opinion on the examination of the financial statements for the City of Clinton, including all accounts and funds. The City will prepare the MD&A. The financial statements and GASB required statements, as well as the notes to the financial statements will be completely prepared and printed by the Auditor but shall be reviewed and approved by the City. Single Audit will be performed if required.
 - b. A report on internal control over Financial Reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards; the Single Audit Act of 1984; and the provisions of OMB Circular A-133 Audits of State and Local Governments.
 - c. A report of comments and recommendations for improvements of operating procedures and policies to management.
 - d. Any other reports or schedules that may be required for the OMB A-133 or other applicable requirements.
 - e. Reports and schedules shall be prepared as required by GASB 34 of the Government Finance Officers Association (GFOA) to achieve the Certificate of Excellence in Financial Report (CAFR) Award. The Auditor shall prepare the CAFR application and respond to GFOA comments about the previous year's reports.
 - f. Four (4) bound copies and one (1) digital copy of the audit report shall be furnished to the City.
3. Time Constraints:
 - a. The City of Camdenton will complete the entry of all transactions for the current fiscal year; a chronological, by account listing of all transactions for the year and a year-end Trial Balance, no later than the 25th of October. Changes to this schedule for special circumstances may be made based upon mutual agreement between the Auditor and the City.
 - b. The Auditor shall deliver two (2) draft copies of the City of Camdenton Audit no later than December 31 to the City Administrator for review.
 - c. During the audit, the Auditor may be required to meet with various elected or appointed officials to discuss the audit or related matters. The Auditor shall review any deficiencies noted in the pre year-end work with the City Administrator on or before the conclusion of the pre year-end work. A post-audit conference with selected officials to review the

financial statements, compliance reports and a draft of the report of comments and recommendations may be held.

- d. The Audit report and a general explanation to the Mayor and the City Council will be presented to the City Council on a date mutually agreed upon by the Auditors and the City, but no later than March 31st.
- e. The City desires to maintain a working relationship, with the firm selected, during the entire term of their services. This would entail consultation on changes needed to be in compliance with the new GASB pronouncements, as well as occasional telephone consultation, for which the City would not anticipate any charge in addition to the established annual fee.

C. Use of City Facilities and Personnel:

1. The City will provide an adequate work area for the auditing staff.
2. City staff will be available to answer questions and for consultation as needed. Minor clerical assistance only will be provided to include typing of confirmations, pulling and filing of documents, etc. but will not include preparation of audit work papers or supporting documents.
3. City staff will provide access to appropriate files for Auditors use, including reasonable printouts of available data upon request.
4. The Auditor will provide any required computers, calculators etc. as well as normal supplies.

D. Form of Proposal

1. State whether your firm is local, regional or national.
2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at the office.
3. Describe the range of activities performed by the local office in the governmental area such as audit, accounting or management services.
4. Describe your firm's approach to conducting the examination. It should indicate the approximate date the audit will begin (including preliminary field work) and end within the time constraints set forth in these specifications. Also included should be the estimated hours required to complete the engagement by level or staff (i.e. partner, manager, etc.).
5. Staffing of the audit. Brief biographies, including experience of the individuals who will be assigned to the engagement, and the relevant experience of each in auditing municipalities must be furnished.
6. Listing of governmental auditing experience. For the last three years, list the names and telephone numbers of officials in other municipalities audited by your firm for reference, and the date's audits were performed.
7. Describe in detail additional professional services your firm has to offer the City that will enhance your audit services and indicate the applicable hourly rates for each service.
8. You are asked to state a schedule of fees with a maximum fee specified for the annual audit years of 2023, 2024, 2025, 2026 and 2027. Fees are to be billed and payable upon completion of the audit and presentation of reports. The billable rates of partners, managers, seniors and various audit staff members assigned to this audit should be indicated.

E. Evaluation and Award:

1. An evaluation of the proposals will be made, and two or three firms may be invited to make an oral presentation. References for the successful bidder may be contacted. Those firms

invited to make oral presentations will be ranked according to experience, qualifications and bid price submitted. The final decision will be made by the City Council based upon a recommendation by the City Administrator and Finance Committee. The successful firm will be required to execute the attached *Consultant Services Agreement*, effective for a period of one (1) year with four annual renewals.

2. The City reserves the right to reject any and all proposals and waive irregularities therein and make the selection that it deems the best proposal.
3. If you desire any additional information or clarification or would like to visit the City of Camdenton to review our financial records before preparing your proposal, contact Jeff Hooker, City Administrator or Renée Kingston, Assistant City Administrator/City Clerk at 573-346-3600.

F. Other Items

Legal Status of Workers: The independent certified auditing firm shall comply with the State of Missouri's laws as enacted and revised from time to time, including providing a signed affidavit certifying compliance with the certification of the legal employment status of all workers employed by the contractor and by any subcontractors encompassed by the bid and the resulting contract after award.