

REQUEST FOR PROPOSAL FOR AUDITING SERVICES

TOWN OF DEKORRA, COLUMBIA COUNTY, WI

FOR 3-YEARS

The Town of Dekorra, Columbia County, Wisconsin invites qualified independent accountants, licensed to practice in the State of Wisconsin, to submit proposals to conduct an audit of its accounts and records in accordance with the specifications listed below.

BACKGROUND

The Town of Dekorra has a 2022 State estimated population of 2500 and a budget for 2023 of approximately \$10,09,360.00 for General Town Funds, including Restricted Impact Fee Funds, ARPA Grant Funds, Major Equipment Funds, Private Road Funds, and other minimal Assigned Funds.

The current work force of the Town of Dekorra is approximately 7 employees. Additionally, there are under 25 election inspectors, with an average of 9 people working on Election Day.

The Town of Dekorra's treasurer has held the position for 30 years. Accounting records, bank records, budgets, and spreadsheets are done through the QuickBooks program.

The Town Board has requested an audit for 3 years.

OPERATIONS AND PUBLICLY OWNED PROPERTIES

- The Town owns 8 parks that are under the direction of the Town of Dekorra Parks Commission.
- The Town has a Utility district, under the direction of the Utility District Board and two Sanitary Districts set up individually.
- The Town owns several small parcels within the Township.

SCOPE OF WORK

1. The audit will be completed in accordance with the generally accepted auditing standards as set forth by the Governmental Accounting Standards Board, the American Institute of Certified Public Accountants, and the State of Wisconsin audit guidelines.
2. The audit shall include an audit of the Town's financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Dekorra as of and for the years ended December 31, 2017, 2018 and 2019.
3. At the conclusion of the audit, a representative of the accounting firm will be expected to meet with Town Officials for a more detailed report and attend a Board meeting to present a brief report to the Town Board and discuss the findings resulting from the audit.
4. Audit is to include tests of the accounting records of the Town and other procedures necessary to express an opinion that the financial statements are fairly presented in conformity with generally accepted accounting principles. A report on the Town's compliance with law and regulations and its internal accounting controls as required for the annual audit. If the opinion is other than unqualified, to fully discuss the reasons with the Town in advance.
5. Procedures to include tests of documentary evidence supporting the transaction recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of

receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. Request of written representation from the Town's attorney may also be necessary.

6. Procedures to include tests of documentary evidence supporting the transaction recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. Request of written representation from the Town's attorney may also be necessary.
7. Preparation of Management Discussion and Analysis (MDA).
8. The audit will be for a term of 3 years (2017, 2018, 2019). In your proposal provide a breakdown in price for the (a) General Fund, (b) Utility District, (c) optional hourly costs for support services throughout the year (beyond the 12 hours included in the contract). Price should include total cost to the Town including travel, audit adjustments, etc.
9. Progress billings may be issued as the audit work is in process. Final payment will be made after the work is completed and the report(s) have been presented and accepted by the governing body.
10. For any additional charges over the contract, billing will include a breakdown who worked on what, for how many hours and their hourly rate.
11. The Town will provide the auditor with the physical facilities needed to perform the audit, access to copying facilities and internet service.
12. All working papers and reported must be retained, at the auditor's expense for a minimum of seven (7) years unless the firm is notified in writing by the Town of Dekorra of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Town. In addition, the firm shall respond to the reasonable inquiries of successor auditor and allow successor auditors to review working papers relating to matters of continuing accounting significance.

AUDIT TIMELINE

1. The audits are to be completed by an agreed upon date. Filing and/or completion dates of the various reports are as follows:

a. Auditor Adjusting Journal Entries	As soon as possible
b. Financial Statements	July 15
c. Report on Internal Control	July 15
d. Management Letter	July 15
e. Single Audit Reports	July 15
2. A formal presentation of the audit is to be made to Town Officials and the Town Board at a regular or special board meeting in within 60 days of completion.

PROPOSAL DUE DATE

1. Proposals are due by 2:00 P.M. on Monday, January 9, 2023, to the Town Clerk. Anticipated Board review and awarding of the Audit services on Tuesday, January 10, 2023.
 - a. Mail:
Attn: Town Clerk– Auditing Services RFP
Town of Dekorra
W8225 County Road JV
Poynette, WI 53955
 - b. Delivered in person:
Attn: Town Clerk– Auditing Services RFP
Town of Dekorra
W8225 County Road JV
Poynette, WI 53955
2. Proposals shall include resumes and work experience of the auditors that will be assigned to the Town of Dekorra audit.
3. Proposals shall include up to three (3) municipal references of similar size and complexity to the Town of Dekorra including names and contact information.
4. All proposals must be signed by a representative or official authorized to represent and bind the firm to the proposal.
5. The Town reserves the right to negotiate the final terms of the agreement.
6. All preparation costs shall be assumed by the organization submitting the proposal.
7. The Town of Dekorra reserves the right to accept or reject any or all proposals for this service.

SELECTION CRITERIA

In evaluating proposals cost will be an important factor but will not be the sole deciding criteria. The following criteria will be considered, in the proposal review process, in no particular order:

1. Proposal Format
2. Qualifications of Work Team
3. Firm Resources
4. References
5. Price

Proposals submitted will be evaluated by the Town Board, the Town Clerk, and the Town Treasurer and the contract will be awarded by the Town Board. During the evaluation process, the Town Board reserves the right, where it may serve the Town of Dekorra's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omission. At the discretion of the Town Board, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Questions concerning the RFP Document and/or Town financial systems should be directed to Holly J. Priske, Town Clerk at (608) 635-2014 or townclerk@dekorra-wi.gov.