The Board of Commissioners of the Town of Robbins (hereinafter called the “Town”) invites qualified independent auditors (hereinafter called “auditor) having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the Town of Robbins to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the Town of Robbins. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Moore County, North Carolina.

**Type of Audit**

The audit will encompass a financial and compliance examination of the Town’s basic financial statements, supplementary information and compliance reports in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state and local funding sources in accordance with generally accepted auditing standards (GAAS); *Government Auditing Standards*; the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of *OMP circular No. A-133*, *Audits of States, Local Governments, and Non-Profit Organizations,* including revisions published in *Federal Register* June 27, 2003; the State Single Audit Implementation Act; and all other applicable laws and regulations.

**Period**

The Town intends to continue the relationship with the auditor for no less than three (3) years on the basis of annual negotiation after the completion of the first-year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The Town reserves the right to request proposals at any time following the first year of this contact. Thus, prepare proposals for the following years, with year one being the only obligated year.

July 1, 2021 to June 30, 2022

July 1, 2022 to June 30, 2023

July 1, 2023 to June 30, 2024

**Requirements**

The audit must be conducted in accordance with Generally Accepted Auditing Standards (GAAS); *Government Auditing Standards*, July 2011 revisions issued by the Comptroller General of the United States; Office of Management and Budget Uniform Guidance, the State Single Audit Implementation Act of 1996, and any other applicable procedures for the audit of a government’s financial statements prepared in accordance with GAAP.

1. The Auditor will prepare the year-end adjusting journal entries. The Auditor will be ultimately responsible for the preparation, typing, proofing, printing and copying of the Basic Financial Statement, supplementary information and compliance reports. The Town’s Finance Director will be actively involved in the MD&A and other schedules section preparation. The auditor will submit a draft of the Financial Statement to be reviewed in detail by the Finance Director. This draft should be submitted to the Town of Robbins in time to allow ample review and corrections. **The timing of this should insure completion of the Financial Statements no later than the annual October 31st deadline**.
2. The Town prefers interim fieldwork be completed by **June 15th**. Year-end fieldwork should begin in mid August and be completed by **September 15th**. An agreed upon post-closing trail balance must exist by **September 30th**. The Finance Officer will expect a listing of requested information needed for the audit at the preplanning, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.
3. The Audit must be completed, and the required two copies submitted to the Local Government Commission no later than four months following the fiscal year end, that date being **October 31st**.
4. A preliminary draft of the audit and required journal entries must be submitted to the Finance Director by **October 1st** for proofing and reconciliation to the unit’s records.
5. 10 Copies of each audit report, management letter and other applicable reports must be supplied to the Finance Director or Town Manager within the time frame cited above. In addition, the auditor is responsible for submitting the required two to the staff of the Local Government Commission (LGC). Any other copes required will be charged on an as needed basis in addition to the quoted fee.
6. The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, the financial statements of the aggregate discretely presented component units, each major fund and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statement and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basis financial statements taken as a whole. The auditor shall also express an opinion on the budgetary comparison information for the general fund, the major funds and any annually budgeted special revenue funds. An opinion will not be given on the Management and Discussion and Analysis.
7. The working papers shall be retained and made available upon request for no less than three (3) years from the date of the audit report.
8. In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the Local Government Commission for approval.

**Audit Contract & Payment of Audit Fees**

The Audit contract must be approved by the Local Government Commission. Invoices are subject to approval by the LGC staff and appropriate Grantor Agency, if applicable, prior to processing by the Town. If grant funds will be used to pay for the audit, the grant agreement may require the Grantor Agency’s approval before the invoice may be paid. Interim or progress billings will be accepted up to 75% of the total fee prior to submission of the audited financial statements to the Local Government Commission and their approval of the audited financial statements.

**Other Services**

The Finance Director may require the auditor’s guidance on the completion of certain schedules/documents as to proper format and content, so that they can be used in the audit process. Guidance will be required for new note disclosures, all approved GASB’s as well as GASB implementations, and other reporting requirements. Training as needed throughout the year on Governmental accounting procedures. These services will be included in the base bid.

The Auditor will be responsible for preparation of year-end adjusting journal entries.

The Auditor will prepare the Annual Financial Information Report (AFIR). The Auditor will submit a draft of the AFIR to the Finance Director for review. The draft will be returned with proposed revisions within ten (10) working days. The timing of this should insure final completion of the AFIR no later than the deadline for submission of the AFIR to the Local Government Commission.

The Auditor will prepare the Schedule of Expenditures of Federal and

State Awards

**Description of Selection Process**

Five (5) copies of each section of the proposal should be submitted at the time and place indicated under the section entitled “Time Schedule for Awarding Contract.”

Proposals will be submitted in two sections.

The first section will be comprised of the audit firms prior experience and qualifications of its personnel in performing governmental audits. The Audit Committee will evaluate the auditor or audit firm on education, technical qualifications and governmental audit experience. The first section of all RFP’s will be reviewed and evaluated. The top firms from the first section will have their second section opened and evaluated.

The second section will be comprised of a separately sealed envelope that contains the audit cost estimates. The firm best meeting the Town of Robbins’s expectations for experience, audit approach and cost requirements will be selected.

PEASE KEEP IN MIND THAT COST, WHILE AN IMPORTANT FACTOR, WILL NOT BE A SOLE DETERMINING FACTOR. UNUSUALLY LOW BIDS THAT ARE OBVIOUSLY OUT OF LINE WITH OTHER BIDDERS OR ARE SIGNFICICANTLY LOWER THAN OUR CURRENT FEES WILL RAISE CONCERN. THE LOWEST BID WILL NOT AUTOMATICALLY BE AWARDED PREFERENTIAL CONSIDERATION.

The Town requests that no Town of Robbins officials be contacted during this process. The Finance Director may be contacted only to answer questions related to the RFP.

The Town reserves the right to reject any or all bids, waive technicalities and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Town. The Town of Robbins also reserve the right to request additional information from proposing firms.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

The person signing the proposal must be authorized by the organization to contractually bind the firm with regard to prices and related contractual obligations for the performance of the requested services. Proposals not signed will be rejected.

**First Section**

The first section should address the requested information below. Please reference the number listed below when providing your response.

1. Indicated the number of people (by position) located within the local office that will handle the audit.
2. Provide a list of the local office’s current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each. Include the names, addresses and telephone numbers of personnel of these audit clients who may be contacted for a reference. Responsive firms should include any relevant information regarding audits performed on financial statements prepared under the new reporting model.
3. Briefly indicate the experience of the local office in providing additional services that might be relevant to smaller government clients like the Town of Robbins.
4. Describe your audit organization’s participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm’s current peer review.
5. Describe the professional experience in governmental audits of each senior and higher-level person assigned to the audit, the years on each job and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site. Again, relevant experience with the new reporting model should be clearly communicated.
6. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
7. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities or functions (e.g., utilities, solid waste, transit, airports, or health authorities and school systems).
8. Describe any specialized skills, training or background in public finance of assigned individuals. This may include participation in state or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
9. Describe the firm’s Statement of Policy and Procedures regarding Independence under the Government Auditing Standards (Yellow Book), January 2007 Revision. Provide a copy of the firm’s Statement of Policy and Procedures.
10. Describe your audit organization’s experience reviewing federal grants, particularly Community Development Block Grants and Brownfields Programs (EPA).
11. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
12. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.

**Second Section**

Proposals should include completed cost estimate sheets and any other necessary cost information in a **separate, sealed envelope marked - “Cost Estimate.”** The Town of Robbins plans to evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

This section should consist of completed cost estimate sheets, which will include the following information:

1. Type of audit program used (tailor-made, standard government or commercial).
2. Use of statistical sampling.
3. Use of computer audit specialists.
4. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
5. Information that will be contained in the management letter.
6. Assistance expected from the government’s staff, if other than outlined in the RFP.
7. Tentative schedule for completing the audit within the specified deadlines of the RFP.
8. Use of internal audit staff (if applicable).
9. Specify costs using the format below for the audit year July 1, 2022 to June 30, 2023. For the two audit years which follow, list the estimated costs. The cost for the audit year ending June 30, 2023 is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount.
10. Personnel Costs-Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
11. Estimated Hours-Categorize estimated hours into the following:

On-Site Interim Work

Year-End On-Site Work

Work Performed in the Auditor’s Office

1. Rate Per Hour
2. Total cost for each category of personnel and for all personnel costs.
3. Travel-Itemize transportation and other travel costs separately.
4. Cost of Supplies and Materials-Itemize.
5. Other Costs-Completely Identify and Itemize.
6. If applicable, note your method of determining increases in audit costs on a year to year basis.
7. Please list any other information the firm may wish to provide.
8. Please include the Summary of Audit Costs Sheet with your proposal.

**Time Schedule for Awarding the Contract**

Request for proposal packages will be mailed by **July 1, 2022**.

Proposals will be received until **5:00 p.m., August 01, 2022** by Stephanie Maness in the office of the Finance Director, Town of Robbins, 101 N Middleton Street, P.O. Box 296, Robbins, NC 27325. Envelopes containing proposals should be clearly identified on the front with the words “RESPONSE TO RFP FOR AUDIT SERVICES’.

Proposals will be evaluated, and a recommendation will be made to the Town of Robbins Board of Commissioners at their meeting on Thursday, **August 11, 2022.**  It is anticipated the award of the audit contract will be made at that time.

Any questions must be submitted in writing either by mail or email to Stephanie Maness, Town of Robbins Finance Director, PO Box 296, Robbins, NC 27325 or [finance@townofrobbins.com](mailto:finance@townofrobbins.com) by **1:00 PM on August 01, 2022**.

**Description of Governmental Entity and Its Accounting System**

**Entity**

The Town of Robbins is a municipal government located in Northern Moore County with a population of approximately 1,150. Based on the criteria set forth in GASB Statement 14, no additional organizations will be included in the audit. Types of funds are listed below for your review.

**Governmental Fund:**

General Fund

**Enterprise Funds:**

Water/Sewer Fund

**Capital Reserve Funds**:

Fire Department

Economic Development

**Grants, Entitlements and Shared Revenues**

The Town was awarded a Brownfield grant for the Old Mill Site Clean Up in 2016 in the amount of $400,000.00.

Asset Inventory and Assessment Grant awarded from the NC Division of Water Infrastructure in 2016 in the amount of $97,587 with a 10% match.

CDBG Grant awarded in the amount of $2,000,000.00 in 2017 for water infrastructure improvements.

**Budgets**

The Town budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made at the departmental level. The unit also maintains an encumbrance system. Both the budgetary and encumbrance systems are integrated with the accounting system to provide easy comparison with actual expenditures.

**Accounting Records**

The Town of Robbins maintains all its accounting records at the finance office located at 101 N. North Middleton Street, Robbins, NC 27325. The Town maintains its cash receipts journal, cash disbursements journal, general ledger, accounts receivable ledger and payroll system on *FMS* software issued by *Southern Software, Inc*. The Enterprise fund also uses the same software.

**Assistance Available to Auditor**

The Town will make available to the auditor sufficient help to pull and re-file records and prepare and mail all necessary confirmations. A trial balance with budgeted amounts will be made available via scanned documents (or hard copy, e-mail, etc.) by Friday **September 7, 2022.** The following accounting procedures will be completed, and documents prepared by the unit’s staff no later than **September 14, 2022.** *(The unit is aware of and understands the need to provide this assistance to the auditor and will make every attempt to meet these deadlines)*

The books of account will be fully balanced.

All subsidiary ledgers will be reconciled to control accounts.

All bank account reconciliations for each month will be completed.

The unit’s personnel routinely will make available the following items for our auditors as requested:

1. General Items:
2. Copy of personnel policy
3. List of current governing body, employees with salaries and departments.
4. Official Minutes of governing board from the start of fiscal year.
5. NCLGE Retirement Reports for LEO and General Employees
6. Copy of Local Government Employees Retirement System Notice of contribution rates for fiscal year.
7. Law enforcement officer’s separation allowance membership (retirees receiving benefits)
8. Budget for Fiscal Year, along with approved amendments.
9. Budget Ordinance for next Fiscal Year.
10. Journal entries for the Fiscal Year.
11. General Fund:
12. Trial Balance at end of fiscal year.
13. Bank Reconciliations for all accounts.
14. Tax levy for the fiscal year.
15. Accounts Payable at end of year.
16. Accrued leave at end of fiscal year by employee.
17. Payroll forms 941.
18. State Treasurer Notifications into NCCMT.
19. Copies of Grant Awards or Funding Agencies.
20. Copy of Powell Bill report.
21. Yearly detail of all transactions for each account number.
22. Fixed Assets which were added and deleted.
23. New Debt Agreements
24. Enterprise Fund:
25. Trial balance at end of fiscal year.
26. List of Accounts Receivable at fiscal year end.
27. List of uncollectible accounts at fiscal year end.
28. Daily deposit summaries with attached deposit slips.
29. Copies of Grant awards or Funding Agencies.
30. Yearly detail of all transactions for each account number.
31. New Debt Agreements.
32. Fixed Assets which were added and deleted.
33. Grants
34. Copies of grant agreements
35. Budgets
36. Financial Reports
37. Correspondence with grantor agencies, including any monitoring reports

**Size and Complexity of Unit:**

Personnel/Payroll

1. Number of Employees 17 Full-time

3 Part-time

1 FEMA Grant Employee

3 Law Enforcement Officers’ Separation Allowance

6 Mayor/Commissioners

30 Total

1. Frequency of Payroll Bi-Weekly

Property Tax

The unit contracts with Moore County for the billing and collection of taxes.

of property taxes.

Enterprise Billing

1. Number of bills per month 645
2. Average delinquent bills at end of month 40

Bank Accounts

1. Number of Accounts/Checking 1
2. NCCMT Accounts 2
3. Number of CD’s 6
4. Monthly Activity
5. Number of Checks-General 105
6. Number of Checks-Payroll 50

**COST PROPOSAL**

Summary of Audit Costs Sheet

Specify cost using the format below for the audit year July 1, 2022 to June 30, 2023.

For the three audit years that follow, list the estimated costs. The cost for the audit year ending June 30, 2022 is binding, while the second through third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount.

1. Base Audit $\_\_\_\_\_\_\_\_\_\_\_\_\_

Includes Personnel costs, travel, and on-site work

1. Financial Statement Preparation $\_\_\_\_\_\_\_\_\_\_\_\_\_
2. CAFR Printing and Binding (10 copies) $\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Compliance Printing and Binding (10 copies) $\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Extra Audit Service $\_\_\_\_\_\_\_\_\_\_\_\_\_per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person then herein mentioned has any interest in this proposal or in the contract to be entered; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he/she has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he/she has satisfied himself/herself relative to the work to be performed.