

R.F.P. Specifications for Audit and Other Professional Accounting Services

ISSUE DATE: August 30, 2018

DUE DATE: September 25, 2018 at 2:00 P.M.

The Boone County Government, 1212 Logan Ave, Belvidere, IL 61008, desires to enter into a three year contract for the examination and preparation of all financial statements for all County funds, for the fiscal years 2018, 2019, and 2020. The County Fiscal Year is December 1 to November 30. Services should include:

- a. Combined financial statements including balance sheets, statements of revenues, expenditures, changes in fund balance and retained earnings, analysis of budget to actual, and any appropriate supporting information, including accounting standards used.
- b. Individual financial statements on each governmental, proprietary, and fiduciary fund including balance sheets, statements of revenues, expenditures, and changes in fund balance.
- c. General fixed assets group of accounts.
- d. General long-term debt group of accounts.
- e. Schedule of interfund receivables and payables.
- f. Computation of legal debt margin.
- g. Equalized Assessed Valuations rates, extensions and collections.
- h. Report on internal controls.
- i. Report on compliance with laws and regulations.
- j. Report on schedule of Federal financial assistance.
- k. Post journal entries to accrue wages payable, accounts payable, accounts receivable, etc. in order to prepare our Comprehensive Annual Financial Report on a modified accrual basis.
- l. Submit the Comprehensive Annual Financial Report to the Illinois Comptroller's Office on the County's behalf, in a timely manner as required by statute.
- m. Circuit Clerk's annual audit as required by Section 705 ILCS 105/27.8 of the Clerks of Court Act.

These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the federal Single Audit Act of 1984 (as amended in 1996), and U.S. Office of Management and Budget (OMB) Circular A-133/Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*. For the Circuit Clerk Financial Statement Audit, provisions of state law and relevant audit guidelines shall also be followed.

The County reserves the right to accept or reject any or all proposals. Proposals are due September 25, 2018 at 2:00 P.M. in the Boone County Clerk's Office, 1212 Logan Ave Suite 103, Belvidere, IL 61008.

PROPOSAL FORM
Specifications for Audit and Other Professional Accounting Services
Performance of Fiscal Year 2018, 2019, and 2020

- I. Maximum fee for examination of Boone County Government financial statements (including management letter and other letters that may be required by accounting standards, supplemental information, and Annual County Financial Report for the State of Illinois).

FY 2018	Services (a) through (l)	_____
	Services (m)	_____
	TOTAL:	_____

FY 2019	Services (a) through (l)	_____
	Services (m)	_____
	TOTAL:	_____

FY 2020	Services (a) through (l)	_____
	Services (m)	_____
	TOTAL:	_____

- II. Schedule of hourly rates to be used in providing other consulting as may be requested.

<u>Title</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY2020</u>
Partner	_____	_____	_____
Manager	_____	_____	_____
Senior	_____	_____	_____
Junior	_____	_____	_____
Clerical	_____	_____	_____

- III. Other Information

1. Number of certified public accountants on the staff of the local office that will be performing the audit work: _____

Total staff in local office: _____

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2. List governmental units that your firm (local office) has performed audits for in the past three years. Include name of governmental unit and the fiscal year audited. These shall serve as references.

<u>Governmental Unit</u>	<u>Fiscal Year Audited</u>
_____	_____
_____	_____
_____	_____
_____	_____

3. Local Partners in Firm

<u>Name</u>	
_____	_____
_____	_____

Please use additional sheets to explain, if necessary, how your proposal varies from the proposal form format. I understand that the proposal as submitted and the costs represented shall be in effect for a period of at least sixty (60) days from the date of the submission.

Date: _____ Sign: _____
 Title: _____
 Firm: _____
 Address: _____

Contact: Kenneth A. Terrinoni, County Administrator
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