



# GENESEO PARK DISTRICT

[www.GeneseoParkDistrict.org](http://www.GeneseoParkDistrict.org) | (309) 944-5695

## **Request for Proposal of Auditing Services**

The Geneseo Park District invites qualified Independent Certified Public Accountants licensed in the State of Illinois to submit proposals for auditing services for the fiscal years ending December 31, 2018 through 2020, in accordance with the following requirements and specifications. The continuation of the contract after each year is solely at the discretion of the Geneseo Park District.

There is no expressed or implied obligation for the Geneseo Park District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The District reserves the right to reject any and all proposals and/or waive minor technicalities/irregularities.

To be considered, please submit the proposal not later than 3:00 pm on July 20, 2018 to:

Geneseo Park District  
Paula Verbeck, Supt of Finance & Administration  
541 E North St  
Geneseo, IL 61254

During the evaluation process, the District reserves the right to request additional information or clarifications from prospective auditors or to allow corrections of errors or omissions.

### **General Information**

The Geneseo Park District is located approximately 20 miles from the Illinois Quad Cities. The facilities of the Geneseo Park District include: Community Center, Indoor Pool, Aquatic Center, Movie Theater, Athletic Field Park, Anderson Memorial Park and Edwards Park Property.

The annual budget for the 2018 fiscal year is approximately \$3.9 million.

The Park District employs 7 full time employees and approximately 160 part time employees.

The District accounts for its financial activity on a fund accounting basis. Currently, the following 10 funds are maintained and are subject to being audited: Audit Fund, Bond &

Interest Fund, Capital Improvement Fund, Central Theater Fund, Corporate Fund, Daycare Fund, IMRF Fund, Liability Fund, Recreation Fund, and Social Security Fund. The Central Theater Fund is the only Enterprise Fund.

The Geneseo Park District Foundation was established in 2014 and is a separate entity that must be audited in collaboration with the Geneseo Park District.

The fiscal year for both the Park District and the Foundation runs January 1<sup>st</sup> – December 31<sup>st</sup>.

A copy of the previous year's Park District report can be found at

<http://www.geneseoparkdistrict.org/board-of-commissioners>

<http://www.geneseoparkdistrict.org/foundation-board> .

### **Scope of the Audit**

To meet the requirements of this request for proposal, the audit shall be performed in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants. These audits are to be performed in accordance with the provisions included in this request for proposal. The Geneseo Park District desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with Generally Accepted Accounting Principles.

The auditor shall be responsible for preparing the supplementary information required by the Government Accounting Standards Board as mandated by Generally Accepted Auditing Standards.

The auditor shall provide to the District all audit adjustments including the appropriate backup documentation and will meet with the staff, if requested, to discuss these final adjustments.

The audit should include an examination of all funds of the Park District and the Foundation.

An opinion is to be expressed on the combined financial statements taken as a whole. Individual fund financial statements are to be prepared as supplementary information for the purposes of additional analysis.

A management letter is to be prepared with appropriate suggestions for improvement of the accounting procedures and internal controls for the Park District's consideration. This letter should contain comments and recommendations and shall be reviewed by the Superintendent of Finance & Administration before finalizing.

The MD&A report is to be reviewed and suggestions for improvement made. Statistical information and specific amounts are to be provided by the auditor.

The report, in final form, is to be presented to the Board of Park Commissioners, at a regularly scheduled meeting the second Tuesday of the month, no later than May of each fiscal year. The Foundation report is to be presented at a separate meeting to the Foundation Board.

Park District personnel will assist in the gathering of information and with the preparation of a working trial balance, work papers, and confirmation letters. In general, Park District personnel will be available to assist the firm by providing information, documentation and explanations. Auditors are to provide a list of requested information to be prepared by Park District personnel at least one month prior to the end of the audited fiscal year.

It is expected that the Auditor will be available during the year for informal advice on accounting, compliance, and internal control matters as needed throughout the contract year.

### **Reports to be Issued**

Following the completion of the audit of the fiscal years' financial statements, the auditor shall issue a report on the fair presentation of the general-purpose financial statements in conformity with Generally Accepted Accounting Principles.

The auditor shall prepare the following reports at the completion of the audit, including any electronic filing that is required:

1. An Annual Financial Report on the examination of the financial statements of the District including all funds and account groups. The auditor will prepare all financial statements and notes to the financial statements. (15 hard copies for Park District and 10 hard copies for Foundation) An electronic and/or reproducible version of the reports is also required.
2. The annual supplemental report required by the Office of the Comptroller of the State of Illinois (AFR).
3. During the course of the examination, the auditor may find weaknesses in internal controls. The auditor shall bring such matters to the attention of the District prior to the issuance of the annual report. The auditor shall summarize such findings and recommendations regarding accounting procedures, internal control and compliance matters in the form of a separate management letter to the District & Foundation. (10 copies)
4. The auditor will prepare and submit the Park District's CAFR to the Government Finance Officers Association (GFOA) for review in the Certificate of Achievement for Excellence in Financial Reporting program. The Park District will assist with the statistical section. In

accordance with this award program, the Auditor shall assure that the Geneseo Park District CAFR conforms to the provisions of the programs and assist in the response to comments made by the award program on the preceding year's CAFR as reported by the program. All the appropriate and reasonable changes that are required by the prior year's comments are to be incorporated into the current year's report.

The auditor will provide copies of all sections of the reports, including front and back covers, binders and dividers and will be required to punch, collate and bind documents.

### **Audit Calendar**

The Geneseo Park District and Foundation have a fiscal year end of December 31<sup>st</sup>. The auditors must be able to meet the following guidelines for the fiscal year audit:

Fieldwork completed by end of February

Draft reports completed no later than mid-April

Final printed and bond reports by May

Audit work papers shall remain in the custody of the auditor, however, the Superintendent of Finance and Administration and succeeding independent auditors shall be given access to audit work papers and shall have the right to copy such work papers pertaining to audits for the fiscal years 2018 through 2020 for a period of up to five (5) years after the audit is completed.

The auditor will be responsible for the preparation of all financial statements, including all supplementary data, schedules and footnotes. The District will provide the auditors with real balances of all funds and other supporting documentation necessary to conduct the audit.

### **Qualifications**

Proposals will be accepted from firms with demonstrated experience and competency in municipal auditing. The minimum qualifications for firms submitting proposals are:

1. The audit shall be conducted under supervision of licensed independent Certified Public Accountants experienced and knowledgeable in municipal auditing.
2. The firm must be able to provide a minimum of three (3), maximum of ten (10) current or former Illinois government clients for reference. Park District references preferred.
3. Firms submitting proposals will not subcontract any portion of the engagement to any other individual or firm.

## Fees

The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price for each of the three (3) years is to contain all direct and indirect costs including all out-of-pocket expenses. Two separate prices, one for the Park District and one for the Foundation, should be provided for each of the three (3) years.

The District will not be responsible for expenses incurred in preparing or submitting a firm's proposal. The fee should also include an ongoing relationship throughout the year that includes calls and e-mails pertaining to the audit. Such costs should be included in the proposal.

It is not the intent of the District to seek service proposals on an annual basis, but rather to secure the services of a firm with whom a relationship may be maintained for an extended period of time. For that reason, proposals are being requested for three years. Subject to satisfactory service and negotiated engagement terms, it is not anticipated that a request for proposal would be distributed for at least three (3) years.

## Proposal Formats

In order to simplify the review process and obtain the maximum degree of comparison, proposals must be organized in the manner stated below:

A. Description of Firm

Include name, address, phone number, number of professional staff and all services available outside of audit.

B. Engagement Personnel

Provide a list of the personnel that would be assigned to the District's account. Please include the names of a partner, and also a manager or senior accountant, if applicable. For each individual listed, please supply information on any relevant engagement experience, professional activities, as well as total years of audit experience.

C. Audit Approach

Detailed audit plan for the engagement.

D. Audit Fees

List fees for each audit year separately. When preparing these, provide a maximum, not to exceed fee proposal including all expenses. Please list a separate fee for the Park District and for the Foundation.

E. Hours

Provide an estimate of audit hours by staff. Provide a timetable for completion of the audit and issuance of reports.

F. Technical Qualifications

Summarize your firm's technical qualifications specifically related to the Geneseo Park District, including involvement in related organizations (GFOA), specialized staff training and publications.

G. References

Provide a list of a minimum of three (3), maximum of ten (10), client references with comparable operations, needs, and service requirements as the Geneseo Park District (i.e. other park districts, school districts or municipalities). Each reference listed should include the name of a contact person, email and phone number.

H. Acknowledgement

Provide a statement acknowledging that your firm understands and will meet the audit specifications listed in this request for proposal.

I. Signature

Each proposal should be signed and dated.

### **Evaluation of Proposals**

The proposals will be reviewed by the Superintendent of Finance and Administration and Executive Director and the recommendation for auditor selection will be based on the following criteria:

1. The firm's experience in performing municipal audits and the firm's success in securing and maintaining the Certificate of Achievement in Financial Reporting Award for municipal clients.
2. Reputation of the firm, based on references.
3. Understanding of the specific needs of the Geneseo Park District & Foundation and willingness to meet performance specifications.
4. Qualifications and experience of the personnel to be assigned to the engagement.
5. Proposed fees as compared with other proposals.

The District reserves the right to cancel the contract for failure on the part of the auditing firm to conform to expected standards, or for failure to perform in accordance with the terms of the Request for Proposal.

All proposals will be evaluated for completeness, cost effectiveness and government experience. The District reserves the right to reject any and all proposals that (1) are not

received by the deadline; (2) are not legible or understandable; (3) do not meet the minimum requirements illustrated in these specifications; (4) are deemed not to be in the best interest of the District under the sole discretion of the Superintendent of Finance and Administration and Executive Director.

The District may request to interview the auditing firm whereby such interview will be conducted by the Superintendent of Finance and Administration and, if necessary, the Executive Director. The auditor can also submit questions to the District through the Superintendent of Finance and Administration at [pverbeck@geneseoparkdistrict.org](mailto:pverbeck@geneseoparkdistrict.org) . The formal selection of an independent auditor will be made by the Park District Board of Commissioners, upon recommendation of the Superintendent of Finance and Administration and Executive Director, and is anticipated to take place at the District Board meeting on August 14, 2018. Auditor selection may also be delayed to a future meeting.

### **Other Information**

The Financial Department of the Geneseo Park District consists of two full-time employees; the Superintendent of Finance and Administration and the Administrative Assistant. The District utilizes a computerized financial system, with the software provided by Tyler Technologies (INCODE) and Rectrac (registration system).

The Superintendent of Finance and Administration shall be responsible for coordinating with the audit firm to expedite completion of the audit.

Work space will be provided convenient to the Finance Department; however, computers, calculators, office supplies and other office machines are to be furnished by the independent auditor.

### **Instructions for Submitting Proposals**

All proposals must be submitted by 3:00 pm on July 20, 2018 to:

Geneseo Park District  
Paula Verbeck, Supt of Finance & Administration  
541 E North Street  
Geneseo, IL 61254

All proposals submitted become the property of the Geneseo Park District and shall be retained.

Any questions regarding the proposals should be directed to Paula Verbeck at the above address, by phone (309) 944-5695, or e-mail [pverbeck@geneseoparkdistrict.org](mailto:pverbeck@geneseoparkdistrict.org) .