GENESEO
PARK DISTRICT
www.GeneseoParkDistrict.org | (309) 944-5695

Request for Proposal – Independent Auditing Services

The Geneseo Park District invites qualified Independent Certified Public Accounting firms licensed in the State of Illinois to submit sealed proposals to perform independent auditing services for the fiscal years ending December 31, 2026, 2027, and 2028, with optional one-year renewals for fiscal years 2029 and 2030.

The successful firm will perform the annual financial statement audit, prepare the District's Annual Comprehensive Financial Report (ACFR), assist with the Government Finance Officers Association (GFOA) Certificate of Achievement program, prepare the Illinois Comptroller Annual Financial Report (AFR), prepare the Annual Treasurer's Report, and provide the other services described in this Request for Proposals.

The District reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with one or more firms, and award the contract determined to be in the best interest 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.

To be considered, please submit the proposal not later than **3:00 pm on August 28, 2026** 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. The District intends to select the firm that provides the best overall value.

General Information

District Overview

The Geneseo Park District ("District") is an Illinois unit of local government located approximately 20 miles east of the Illinois Quad Cities. The District provides year-round parks, recreation, aquatics, fitness, athletics, and cultural programming to the residents of Geneseo and the surrounding communities.

The District owns and operates the following facilities:

- Geneseo Community Center
- Indoor Pool
- John & Carla Edwards Aquatic Center
- Central Theater
- Athletic Field Park
- Anderson Memorial Park
- Edwards Park Property

The District's operating budget for Fiscal Year 2026 is approximately $6.6 million.

The District employs 8 full-time employees and approximately 140 seasonal and part-time employees.

Fiscal Year

The fiscal year for both the Geneseo Park District and the Geneseo Park District Foundation is January 1st through December 31st.

Financial Information

The District maintains its financial records using governmental fund accounting principles.

The following funds are currently maintained and are included within the annual audit:

- Audit Fund
- Bond & Interest Fund
- Capital Improvement Fund
- Corporate Fund
- Daycare Fund
- Illinois Municipal Retirement Fund (IMRF)
- Liability Fund
- Recreation Fund
- Social Security Fund

The District currently has no Enterprise Funds.

Financial Systems

The District currently utilizes:

System	Purpose
Tyler Technologies ERP Pro 9	General Ledger, Budgeting, Accounts Payable, Payroll and Financial Reporting
RecTrac	Recreation Registration, Memberships, Facility Reservations and Point-of-Sale

The District maintains its accounting records electronically and encourages the use of secure electronic document exchange during the audit process.

Geneseo Park District Foundation

The Geneseo Park District Foundation, established in 2014, is a separate not-for-profit entity that supports the mission of the District through charitable giving and fundraising activities.

The Foundation's financial statements are audited annually in conjunction with the District's audit. Proposers shall provide a **separate fee proposal** for the Foundation audit.

Additional Information

The following information is available to assist firms in preparing their proposals:

- Annual Comprehensive Financial Reports (ACFRs)
- Annual Budgets
- Annual Treasurer's Reports
- Strategic and Master Planning Documents
- Board Agendas and Minutes

These documents are available on the District's website: www.GeneseoParkDistrict.org

Scope of the Audit

The selected Auditor shall perform an annual independent audit of the financial statements of the Geneseo Park District ("District") and the Geneseo Park District Foundation ("Foundation") for each fiscal year covered by this agreement.

The audit shall be conducted in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards
- American Institute of Certified Public Accountants (AICPA) Professional Standards
- Governmental Accounting Standards Board (GASB) requirements
- Applicable Illinois statutes and reporting requirements

The Auditor shall express an opinion as to whether the financial statements present fairly, in all material respects, the financial position and results of operations of the District in accordance with Generally Accepted Accounting Principles (GAAP).

Audit Responsibilities

The Auditor shall be responsible for, at a minimum, the following services:

Annual Financial Statement Audit

Conduct an independent audit of all funds and financial activities of the District and the Foundation.

The audit shall include all governmental funds and any additional reporting entities required by current GASB standards.

Annual Comprehensive Financial Report (ACFR)

Prepare the District's complete Annual Comprehensive Financial Report (ACFR), including:

- Independent Auditor's Report
- Management's Discussion and Analysis (MD&A)
- Basic Financial Statements
- Notes to the Financial Statements
- Required Supplementary Information (RSI)
- Combining and Individual Fund Statements
- Statistical Section utilizing information provided by District staff

The Auditor shall ensure the ACFR complies with current GASB standards and the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program requirements.

The Auditor shall prepare and submit the ACFR to GFOA on behalf of the District and assist management in responding to reviewer comments and implementing recommended revisions.

Illinois Office of the Comptroller Annual Financial Report (AFR)

The Auditor shall prepare and assist with the electronic filing of the Illinois Office of the Comptroller Annual Financial Report (AFR).

Annual Treasurer's Report

The Auditor shall prepare the Annual Treasurer's Report, including:

- Receipts and Disbursements Report
- Combined Statement and Summary

The report shall be provided in a format suitable for publication and electronic distribution.

Audit Adjustments

The Auditor shall provide all proposed audit adjustments with adequate supporting documentation.

All proposed adjustments shall be reviewed with the Superintendent of Finance & Administration before issuance of the draft financial statements.

Internal Control Review

During the audit, the Auditor shall evaluate internal controls as necessary to plan and perform the audit.

Significant deficiencies, material weaknesses, or other internal control recommendations shall be communicated to management promptly rather than waiting until completion of the engagement whenever practical.

Management Letter

The Auditor shall issue a separate Management Letter for both the District and the Foundation.

The Management Letter should include recommendations related to:

- Internal controls
- Accounting procedures
- Financial reporting
- Compliance
- Operational efficiencies
- Best practices

Draft comments shall be discussed with the Superintendent of Finance & Administration before issuance of the final Management Letter.

Required Communications

The Auditor shall provide all communications required under current professional standards, including communication regarding:

- Significant accounting policies
- Audit adjustments
- Corrected and uncorrected misstatements
- Internal control matters
- Difficulties encountered during the audit
- Fraud considerations, if applicable
- Auditor independence

Board Presentations

The Engagement Partner shall personally present the completed audit and ACFR to the Board of Park Commissioners at a regularly scheduled meeting, no later than the June Board meeting.

The Engagement Partner shall also present the Foundation audit to the Foundation Board at a separately scheduled meeting.

District Assistance

District staff will prepare:

- Year-end trial balance
- Requested schedules
- Supporting documentation
- Confirmation letters, as requested
- Other information identified on the Auditor's Prepared-by-Client (PBC) list

Year-Round Professional Services

The District values an ongoing professional relationship with its independent Auditor.

Routine telephone calls, email correspondence, and consultation regarding accounting, financial reporting, internal controls, governmental accounting standards, and compliance matters related to the annual engagement shall be included within the annual audit fee.

If additional services outside the scope of the engagement are requested, the Auditor shall notify the District in advance and provide an estimate of any additional fees.

Reports to be Issued

The Auditor shall prepare and issue all reports necessary to satisfy applicable professional standards, Illinois statutory requirements, and the District's financial reporting objectives.

At a minimum, the Auditor shall provide the following annually:

Required Reports

- Independent Auditor's Report expressing an opinion on the District's financial statements.
- Annual Comprehensive Financial Report (ACFR), including all required financial statements, notes, required supplementary information, combining statements, and statistical section utilizing information provided by District staff.
- Illinois Office of the Comptroller Annual Financial Report (AFR).
- Annual Treasurer's Report (Receipts & Disbursements Report and Combined Statement & Summary).
- Management Letter containing recommendations regarding internal controls, accounting procedures, compliance matters, and operational improvements.

- All communications required under current auditing standards.
- Foundation audit report (under a separately quoted fee if awarded).
- Any additional reports required by applicable professional standards or governmental reporting requirements during the contract period.

Electronic Deliverables

The Auditor shall provide the District with electronic copies of all final reports, including:

- Searchable PDF files.
- Microsoft Word versions of narrative reports, where applicable.
- Microsoft Excel versions of supporting schedules, where applicable.
- Final adjusting journal entries and supporting documentation.

Electronic files shall not be password protected unless requested by the District.

Printed Deliverables

Upon completion of the engagement, the Auditor shall provide:

- Up to 10 professionally bound copies of the District's Annual Comprehensive Financial Report.
- Up to 7 professionally bound copies of the Foundation audit report (if applicable).

Additional printed copies shall be available upon request at the Auditor's actual cost.

GFOA Submission

The Auditor shall prepare and submit the Annual Comprehensive Financial Report to the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

The Auditor shall also assist the District in responding to reviewer comments and making any necessary revisions required to maintain participation in the Certificate of Achievement Program.

Audit Schedule and Timeline

The fiscal year for both the Geneseo Park District and the Geneseo Park District Foundation begins on **January 1st** and ends on **December 31st**.

The District expects the selected Auditor to complete the annual audit in accordance with the following timeline. If circumstances arise that may affect the schedule, the Auditor shall notify the Superintendent of Finance & Administration immediately and provide a revised completion schedule.

Activity	Preferred Completion
Annual Planning Meeting	November or December
Prepared-by-Client (PBC) Request List Issued	By December 31st
District Completion of PBC Items	As mutually agreed
Audit Fieldwork Completed	On or before February 28
Draft Financial Statements & ACFR	Late April
Management Review of Draft Reports	Late April
Final Audit Reports Issued	Beginning of May
Board Presentation	May or June Board Meeting
GFOA ACFR Submission	Immediately following Board acceptance
Illinois Comptroller AFR Filing	Prior to the statutory filing deadline

The District recognizes that unusual accounting matters or unforeseen circumstances may occasionally require adjustments to the above schedule. Any proposed modifications shall be communicated promptly and approved by the District.

Meeting the audit timeline is considered a significant performance expectation and will be considered by the District when evaluating contract renewals for the optional renewal years.

Audit Work Papers

Audit work papers shall remain the property of the Auditor.

The Superintendent of Finance & Administration, successor independent auditors, and authorized governmental agencies shall be granted reasonable access to audit work papers related to the District's audits for fiscal years covered by this agreement, in accordance with applicable professional standards and legal requirements.

The Auditor shall retain audit documentation for the period required by applicable professional standards and Illinois law.

District Responsibilities

To facilitate the efficient completion of the audit, District staff will provide:

- Year-end trial balance
- General ledger reports

- Bank reconciliations
- Investment schedules
- Capital asset schedules
- Debt schedules
- Payroll information
- Supporting documentation
- Requested confirmations
- Other schedules identified on the Auditor's Prepared-by-Client (PBC) list

The District will make reasonable efforts to provide requested information in a timely manner.

Auditor Responsibilities

The Auditor shall be responsible for preparing:

- Annual financial statements
- Notes to the financial statements
- Required Supplementary Information (RSI)
- Combining and individual fund statements
- Annual Comprehensive Financial Report (ACFR)
- Illinois Comptroller Annual Financial Report (AFR)
- Annual Treasurer's Report
- Required audit communications
- Management Letter
- Proposed audit adjustments

The Auditor shall notify the District promptly of any issues that may affect the timely completion of the engagement.

Minimum Qualifications

To be considered for this engagement, proposing firms shall demonstrate the qualifications, experience, and resources necessary to successfully perform the services described in this Request for Proposal. Failure to meet the minimum qualifications may result in the proposal being deemed non-responsive.

At a minimum, proposing firms shall meet the following requirements:

1. Licensing

The firm shall be licensed to practice public accounting in the State of Illinois.

The Engagement Partner assigned to the District shall be a Certified Public Accountant (CPA) currently licensed to practice in the State of Illinois.

2. Independence

The firm shall be independent of the Geneseo Park District and the Geneseo Park District Foundation in accordance with:

- AICPA Professional Standards
- Government Auditing Standards
- All other applicable professional independence requirements

The firm shall disclose any actual or potential conflicts of interest.

3. Governmental Experience

The firm shall demonstrate significant experience auditing governmental entities.

Preference will be given to firms with experience auditing:

- Illinois Park Districts
- Municipalities
- Counties
- School Districts
- Other Illinois units of local government

The proposal should identify the number of governmental audit clients currently served by the firm.

4. Illinois Park District Experience

Because Illinois Park Districts operate under unique statutory and financial reporting requirements, firms should describe their experience with Illinois Park District audits.

The proposal should identify:

- Current Illinois Park District clients
- Former Illinois Park District clients
- Years providing audit services
- Size of each District

5. ACFR and GFOA Experience

The firm shall demonstrate experience preparing Annual Comprehensive Financial Reports (ACFRs) and assisting governmental clients participating in the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

6. Engagement Team

The proposal shall identify the personnel expected to perform the engagement, including:

- Engagement Partner
- Audit Manager
- Senior Auditor(s)
- Other key staff

For each individual, provide:

- Years with the firm
- Governmental audit experience
- Illinois governmental experience
- Illinois Park District experience
- Professional certifications
- Expected role on the engagement

The District expects continuity of personnel throughout the contract whenever practical.

7. Peer Review

The firm shall provide a copy of its most recent external Peer Review Report and any accompanying Letter of Response.

Preference will be given to firms receiving a Pass rating.

If findings were identified, the proposal shall include a description of corrective actions implemented by the firm.

8. Professional Liability Insurance

The firm shall maintain Professional Liability (Errors & Omissions) Insurance throughout the term of the contract.

Evidence of coverage shall be provided upon request.

9. Subcontracting

No portion of the engagement shall be subcontracted without the prior written approval of the District.

The proposal shall clearly identify any services anticipated to be performed by subcontractors.

10. Technology and Cybersecurity

The firm shall demonstrate the ability to provide secure electronic document exchange and maintain appropriate cybersecurity safeguards for confidential financial information.

The proposal should describe:

- Secure client portal
- Encryption methods
- Multi-factor authentication

- Document retention policies
- Secure destruction procedures

11. Continuing Professional Education

The firm shall maintain all continuing professional education requirements required under Government Auditing Standards, AICPA Professional Standards, and Illinois licensing requirements.

Fee Proposal

The proposal shall include a firm fixed annual fee for each year of the engagement for the fiscal years ending December 31, 2026, 2027, and 2028, as well as the optional renewal years ending December 31, 2029, and December 31, 2030.

Separate fee proposals shall be provided for:

- **Geneseo Park District**
- **Geneseo Park District Foundation**

All proposed fees shall be considered all-inclusive and shall include all direct and indirect costs associated with the engagement, including but not limited to:

- Professional services
- Travel and mileage
- Lodging and meals
- Administrative expenses
- Printing and reproduction
- Electronic document delivery
- Attendance at Board and Foundation meetings
- Preparation of the Annual Comprehensive Financial Report (ACFR)
- Submission of the ACFR to the Government Finance Officers Association (GFOA) Certificate of Achievement Program
- Preparation and filing assistance for the Illinois Office of the Comptroller Annual Financial Report (AFR)
- Preparation of the Annual Treasurer's Report
- Required communications under professional auditing standards
- Management Letter
- Routine telephone calls and email consultation related to the annual audit engagement

No additional fees shall be invoiced without the prior written approval of the District.

Additional Services

If the District requests services outside the scope of the annual audit engagement, the Auditor shall provide a written estimate of fees before performing the work.

Fee Proposal Form

Each proposer shall complete the Park District fee schedule form.

Year-Round Professional Support

The District values an ongoing professional relationship with its independent Auditor.

Routine consultation related to the annual audit engagement, including telephone calls, email correspondence, and discussions regarding accounting, financial reporting, internal controls, governmental accounting standards, and compliance matters, shall be included in the annual audit fee.

Long-Term Relationship

The District's objective is to establish a long-term professional relationship with a qualified audit firm.

Accordingly, the District is requesting proposals for an initial three-year engagement with the option to renew the agreement for two additional one-year terms, subject to satisfactory performance, mutual agreement on fees, and approval by the Board of Park Commissioners.

It is the District's intent to maintain continuity in audit services whenever practical. Therefore, it is not anticipated that another Request for Proposal for audit services will be issued before completion of the initial three-year engagement and any exercised renewal options.

Proposal Formats

To facilitate a fair and consistent evaluation process, proposals shall be organized in the order listed below. Firms are encouraged to be concise while providing sufficient detail to demonstrate their qualifications and understanding of the District's needs.

A. Cover Letter

The proposal shall include a cover letter signed by an individual authorized to bind the firm.

The cover letter shall include:

- Name and address of the firm
- Primary contact person
- Telephone number
- Email address
- Statement acknowledging receipt of the Request for Proposal (RFP)
- Statement that the firm can meet all requirements outlined in the RFP
- Signature and date

B. Firm Profile

Provide a description of the firm including:

- History of the firm
- Ownership structure
- Office locations
- Number of partners
- Number of governmental audit professionals
- Areas of specialization
- Number of Illinois governmental audit clients
- Number of Illinois Park District audit clients

C. Governmental Experience

Describe the firm's experience providing audit services to governmental entities.

Include information regarding:

- Illinois Park District clients
- Municipal clients
- Counties
- School districts
- Other governmental entities

Identify the number of governmental audits currently performed annually.

D. Engagement Team

Identify the personnel assigned to the engagement, including:

- Engagement Partner
- Audit Manager
- Senior Auditor(s)
- Staff Auditor(s)
- Other key personnel

For each individual provide:

- Professional certifications
- Years with the firm
- Years of governmental audit experience
- Illinois governmental experience
- Illinois Park District experience
- Expected role on the engagement

Describe the firm's philosophy regarding continuity of engagement personnel.

E. Audit Approach

Describe the firm's approach to completing the engagement.

Include discussion of:

- Planning process
- Risk assessment

- Internal control review
- Audit methodology
- Fieldwork
- Quality control procedures
- Communication with management
- Preparation of the ACFR
- GFOA submission process
- Illinois Comptroller AFR preparation
- Board presentation

F. Technology

Describe the technology utilized during the engagement.

Include information regarding:

- Secure client portal
- Electronic document exchange
- Encryption methods
- Multi-factor authentication
- Electronic signatures
- Cybersecurity safeguards
- Secure document retention

G. References

Provide **five (5)** governmental references.

Preference is given to firms providing references from Illinois Park Districts. At least **three (3)** references should be Illinois Park Districts.

For each reference include:

- Organization
- Contact Person
- Title
- Telephone Number
- Email Address
- Years Served
- Services Provided

The District reserves the right to contact references not listed in the proposal.

H. Fee Proposal

Complete the District's Fee Proposal Form.

Provide a firm fixed annual fee for each contract year.

Separate pricing shall be provided for:

- Geneseo Park District Audit
- Geneseo Park District Foundation Audit

Fees shall represent the maximum amount to be charged for the services described in this RFP and shall include all direct and indirect costs.

I. Value-Added Services

Describe any services included within the proposed fee that provide additional value to the District while maintaining auditor independence.

Examples may include:

- Governmental accounting updates
- GASB implementation assistance
- Training opportunities
- Best practice recommendations
- Internal control guidance
- Legislative updates
- Benchmarking information

J. Required Attachments

Include the following:

- Most recent Peer Review Report
- Letter of Response (if applicable)
- Evidence of Professional Liability Insurance
- Illinois CPA License
- Sample governmental audit report or ACFR (optional)
- Any additional information the firm believes will assist the District in evaluating the proposal

Desired Characteristics of the Audit Firm

The District seeks a firm that demonstrates the following qualities in addition to technical competence:

- Extensive experience auditing Illinois governmental entities and park districts.
- Preparation of high-quality Annual Comprehensive Financial Reports (ACFRs).
- Experience supporting clients in the GFOA Certificate of Achievement Program.
- Proactive communication throughout the year.
- Stable engagement team with low turnover.
- Practical, value-added recommendations that improve internal controls and efficiency.
- Ability to explain governmental accounting matters in clear, understandable language.

- Commitment to meeting agreed-upon timelines.
- Use of secure technology and efficient electronic audit processes.
- Interest in developing a long-term professional relationship with the District.

Evaluation of Proposals

The Superintendent of Finance & Administration and Executive Director will review all proposals received and evaluate each firm's qualifications, experience, responsiveness, and overall ability to provide the services described in this Request for Proposal.

Following the evaluation process, the Superintendent of Finance & Administration and Executive Director will recommend the firm determined to provide the best overall value to the District. The final selection of the independent auditor shall be made by the Board of Park Commissioners.

The District intends to select the firm that best demonstrates the ability to provide high-quality professional services while developing a long-term working relationship with the District.

Evaluation Criteria

In evaluating proposals, the District will consider, at a minimum, the following factors:

- Experience auditing Illinois governmental entities, particularly Illinois park districts.
- Experience preparing Annual Comprehensive Financial Reports (ACFRs).
- Experience assisting clients participating in the Government Finance Officers Association (GFOA) Certificate of Achievement Program.
- Qualifications, experience, and continuity of the proposed engagement team.
- Understanding of the District's operations, reporting requirements, and financial environment.
- Technical approach to the engagement.
- Reputation of the firm based upon references and prior experience.
- Ability to communicate effectively and provide timely, responsive service.
- Commitment to meeting established deadlines.
- Value-added services offered by the firm.
- Proposed fees.

No single criterion shall be considered controlling, and the District reserves the right to determine the relative importance of each factor in selecting the firm that is in the best interest of the District.

Proposal Review

Following receipt of proposals, the District may:

- Request clarification or additional information from one or more firms.

- Contact references or other governmental clients.
- Verify information contained within proposals.
- Request interviews with selected firms.
- Negotiate scope of services or fees with one or more firms.

The District reserves the right to reject any or all proposals or to cancel this Request for Proposal if it is determined to be in the District's best interest.

Interviews

The District reserves the right to interview one or more firms before making a final recommendation.

If interviews are conducted, firms should be prepared to discuss:

- Their proposed engagement team.
- Audit methodology.
- Experience with Illinois Park Districts.
- ACFR preparation.
- GFOA Certificate of Achievement experience.
- Communication throughout the year.
- Technology and cybersecurity practices.
- Internal control recommendations.
- Availability to District staff outside of the annual audit.

Recommendation and Award

The Superintendent of Finance & Administration and Executive Director will make a recommendation to the Board of Park Commissioners.

The Board of Park Commissioners reserves the sole authority to award the contract.

The District anticipates making the award at the September 10, 2026, regular Board meeting; however, the District reserves the right to delay the award if additional evaluation or negotiations are necessary.

District Assistance and Audit Coordination

The Geneseo Park District is committed to working cooperatively with the selected Auditor to facilitate an efficient and timely audit process.

The District's Finance Department consists of:

- Superintendent of Finance & Administration
- Administrative Assistant

The Superintendent of Finance & Administration will serve as the District's primary liaison throughout the engagement and will coordinate the exchange of information, scheduling of fieldwork, and communication between District staff and the Auditor.

District Responsibilities

To assist in the timely completion of the audit, the District will provide:

- Year-end trial balance
- General ledger reports
- Bank reconciliations
- Investment schedules
- Capital asset schedules
- Debt schedules
- Payroll reports
- Grant information, if applicable
- Supporting documentation
- Confirmation assistance
- Other schedules identified on the Auditor's Prepared-by-Client (PBC) request list

The District will make reasonable efforts to provide requested information according to the mutually agreed-upon audit schedule.

Auditor Responsibilities

The Auditor shall provide a Prepared-by-Client (PBC) request list sufficiently in advance of fieldwork to allow District staff adequate time to prepare the requested information.

The Auditor shall promptly notify the Superintendent of Finance & Administration of any additional information needed during the engagement.

Workspace and Technology

The District will provide suitable workspace for Auditor personnel when on-site fieldwork is required.

The Auditor shall provide all equipment necessary to perform the engagement, including:

- Laptop computers
- Calculators (if needed)
- Secure internet connectivity
- Software
- Office supplies
- Other equipment necessary to complete the audit

The District encourages the use of secure electronic document exchange and recognizes that portions of the audit may be performed remotely when appropriate.

Instructions for Submitting Proposals

To be considered, proposals must be received by the Geneseo Park District no later than:

3:00 p.m. (Central Time)
Friday, August 28, 2026

Proposals shall be submitted to:

Paula Verbeck
Superintendent of Finance & Administration
Geneseo Park District
541 E. North Street
Geneseo, Illinois 61254

The District will accept proposals electronically in PDF format submitted to **pverbeck@geneseoparkdistrict.org** by the proposal deadline.

Late proposals may be rejected and may not be considered.

Questions Regarding the RFP

Questions concerning this Request for Proposal shall be submitted to:

Paula Verbeck
Superintendent of Finance & Administration

Phone: (309) 944-5695

Email: pverbeck@geneseoparkdistrict.org

To ensure a fair and consistent procurement process, all questions should be submitted in writing. If a response materially affects the interpretation of this Request for Proposal, the District reserves the right to issue a written addendum to all known prospective proposers.

Proposal Ownership

All proposals submitted in response to this Request for Proposal shall become the property of the Geneseo Park District and will not be returned.

Proposals may be subject to disclosure in accordance with the Illinois Freedom of Information Act (5 ILCS 140), except for information specifically identified by the proposer as confidential and exempt from disclosure under applicable law. The District does not guarantee that any information marked confidential will be exempt from public disclosure.

Proposal Modifications or Withdrawal

A proposer may modify or withdraw its proposal at any time prior to the proposal submission deadline by providing written notice to the District.

GENESEO
PARK DISTRICT

GENESEO PARK DISTRICT INDEPENDENT AUDITING SERVICES FEE PROPOSAL FORM

Fiscal Years 2026–2028

Optional Renewals 2029–2030

Firm Information

Firm Name	
Address	
Primary Contact	
Telephone	
Email	
Authorized Representative	

District Audit Fee

Description	2026	2027	2028	2029 Opt.	2030 Opt.
Total Annual Audit Fee (All Inclusive)					
ACFR Preparation	Included	Included	Included	Included	Included
Illinois AFR	Included	Included	Included	Included	Included
Treasurer's Report	Included	Included	Included	Included	Included
Management Letter	Included	Included	Included	Included	Included
GFOA Submission	Included	Included	Included	Included	Included
Board Presentation	Included	Included	Included	Included	Included
Routine Consultation	Included	Included	Included	Included	Included

Foundation Audit Fee

Description	2026	2027	2028	2029 Opt.	2030 Opt.
Total Annual Foundation Audit Fee					
Foundation Board Presentation	Included	Included	Included	Included	Included

Hourly Rates (Outside Scope Only)

Classification	Rate
Partner	
Manager	
Senior	
Staff	
Other	

Certification

The undersigned certifies that these fees are firm, not-to-exceed amounts and include all costs described in the RFP unless specifically noted.

The proposed fees shall remain fixed for each contract year and shall include all travel, lodging, meals, administrative expenses, electronic document delivery, printing, attendance at Board and Foundation meetings, and all other direct and indirect costs associated with the engagement unless specifically identified as an exception.

Authorized Representative	
Title	
Signature	
Date	