REQUEST FOR PROPOSAL

AUDITING SERVICES

Community Unit School District 201
133 South Grant Street
Westmont, IL 60559
www.cusd201.org

Community Unit School District #201
133 South Grant Street
Westmont, IL 60559
(630) 468-8005

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REQUEST FOR PROPOSAL
AUDITING SERVICES
FOR
COMMUNITY UNIT SCHOOL DISTRICT 201

Community Unit School District 201 (CUSD 201) invites independent Certified Public Accounting firms licensed in the State of Illinois to submit proposals for auditing services for the three years ending June 30, 2023, 2024, and 2025 in accordance with the following requirements and specifications:

GENERAL INFORMATION

Community Unit School District 201 is located in DuPage County, Illinois and serves children in grades Pre-K to 12th. The student population is currently 1,200 in five (5) schools. There are approximately 238 employees, of which 144 are certified employees.

The revenues of all Governmental Funds for the fiscal year ended June 30, 2022 were $40,133,233. The expenditures of all Governmental Funds for the fiscal year ended June 30, 2022 were $41,027,839.

> The Illinois State Board of Education is utilizing a School District Financial Profile for assessing a school district's financial health. The overall score for CUSD 201 was 4.0 out of 4.0. This score places the District in the category for financial strength labeled "Recognition."

REQUEST FOR PROPOSAL SCHEDULE

- Deadline for Submission: Tuesday, April 18, 2023 – 3:00 P.M.
- Interviews with Finalist: Week of April 17, 2023
- Board of Education Approval: April 25, 2023

All inquiries regarding this proposal should be made in writing to:

Anthony Ruelli

Business Manager/CSBO
aruelli@cusd201.org

Written inquires and/or questions regarding this proposal must be submitted in writing to Anthony Ruelli by Tuesday, April 18th, 2023. Email is an acceptable form of written communication.

SCOPE OF AUDITS

Audit the General Purpose Financial Statements of Community Unit School District 201 as of and for the years ending June 30, 2023, 2024, and 2025, and schedules included in the District's Annual Financial Report. The financial statements will be presented in accordance with the financial reporting model described in GASB Statement No. 34. All audits shall be made by independent auditors in accordance with generally accepted auditing standards and *Government Auditing Standards*. In addition, the audits of the District need to be based upon the additional requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

All audit work must be performed by audit staff of the proposing firm; no audit work is to be performed by subcontractors.

The audit shall also consist of tests of compliance with requirements of applicable state laws and regulations of material effect on the financial statements.

The examination shall be sufficient in scope so as to render an opinion on the fairness of the representations contained in the individual and combined balance sheets and related statements of revenues and expenditures, and changes in fund equity for the year ended as well as a review of internal control processes relating to the financial statements and to major programs in accordance with generally accepted accounting principles for state and local governments.

SERVICES REQUIRED

The auditor shall prepare the following printed and bound reports:

- Annual Financial Report for the District consistent with GASB 34, including supplementary schedules and Management's Discussion and Analysis.
- Supplementary schedules consistent with prior year report.
- Annual Financial Report (ISBE *50-3*5) for the District to be prepared for submission to the Illinois State Board of Education.
- Student Activity Report consistent with prior year's report.
- Annual Federal Financial Compliance Section Report (Single Audit) for the District consistent with prior year's report.
- Data Collection Form (SF-SAC) consistent with prior year's report.
- Compilation of Fixed Assets and GASB 75
- Management letter for the District. The Management Letter is to be addressed to the Board of Education.

- All additional reports, as may be required to be submitted to the Illinois State Board of Education and any other regulatory agencies under the Single Audit Act.
- Assist District staff with the preparation of the other financial information schedules in the Audited Financial Statements.
- Assist District staff with the preparation of the ACFR.
- Consult with District staff as requested for the preparation of the MD&A
- The audit firm with be available from time to time to answer questions as they arise.

Tentative drafts of all reports shall be submitted to the Business Manager/CSBO prior to final preparation. A meeting shall be held to review these tentative drafts within ten days after their receipt. The final audit reports shall be completed by October 1, 2023 (for fiscal year 2023 audit), October 1, 2024 (for fiscal year 2024 audit), and October 1, 2025 (for fiscal year 2025 audit) unless by mutual agreement a later date is determined. Any filings for an extension of time agreed to will be filed with Regional Office of Education and the Illinois State Board of Education by the auditor.

The auditor shall be required to prepare and submit a management letter in connection with the audit. The purpose of the letter shall be to make known recommendations of the auditor, which if implemented, would in the auditor's opinion, increase efficiency, improve internal accounting control and assist in effective accounting procedures.

Audit work papers shall remain in the custody of the auditor; however, Business Manager/CSBO 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 2023, 2024, and 2025 for a period of up to 5 years after the audits have been completed.

Following the completion of the audit, the firm will be available to communicate with the Board of Education for review of the audit and the management letter.

Any audit adjustments required to the District's general ledger as a result of the audit shall be provided to the Business Manager/CSBO within 30 days of final audit report.

QUALIFICATIONS

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

- The audit shall be conducted under the supervision of a licensed Certified Public Accountant experienced and knowledgeable in Illinois school district auditing. The senior field auditor must have three to five years of actual experience in supervising a school district audit.
- The firm must have demonstrated efforts to keep its staff current in the industry and in governmental organizations by active participation in such organizations.
- The firm must be members of the AICPA, the AICPA's Governmental Audit Quality Center, and the Illinois CPA Society.
- The firm must meet the continuing professional education requirements of *Government Auditing Standards*.
- The firm must provide a copy of its most recent peer review report.
- The firm must not have a record of substandard work. The proposal must disclose any enforcement action to which the firm has been subject during the past three years or which is in progress.
- The firm must have extensive experience in preparing financial reports for school districts similar in size, scope and reporting as those required by Community Unit School District 201. The firm must provide the names, titles, addresses, and phone numbers of **at least 5 of such school district clients** for whom the firm has performed financial audits.
- It is preferred the firm have existing engagements with at least 10 Illinois public school districts.

FEES

The proposal shall contain a maximum fee for the fiscal year in accordance with the detailed description of services required. Firms have the flexibility to propose whatever method of compensation that would be to the best mutual benefit of the District and the firm. An equitable adjustment in the proposed fee shall be negotiated if the cost or the time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the District, or provisions to the effect that in the event disclosures in the audit indicate extraordinary circumstances which warrant more intensive and detailed services. The firm shall provide all pertinent facts relative to the extraordinary circumstances together with the firm's estimate of the cost of additional services to the school district. The fee proposal is for a three-year proposal.

	2023	**2024**	**2025**
Annual Financial Statements, including Management Letter and ACFR	$	$	$
Single Audit	$	$	$
TOTAL	$	$	$

CONTRACT

If at any time, the District is dissatisfied with the work performed by the firm, the District may cancel the agreement with the firm with 30 days written notice.

CONDITION OF FINANCIAL RECORDS

The District shall provide the auditor with an accurate schedule of investments, bank reconciliations and a general ledger that is reconciled to the bank reconciliations on a monthly basis. The District's accounting system is operated on a fund basis using the accrual basis of accounting. The District's financial software Skyward. The financial statements are currently reported using the modified accrual basis of accounting for the annual audit. Invoices and all schedules will be readily available and in a format that will be conducive to accomplishing a thorough and efficient audit.

Miller Cooper & Co., Ltd. was engaged to perform the District's annual audit for the year ended June 30, 2022. The prior audit workpapers will be available for inspection to the selected firm at the office of Miller Cooper & Co., Ltd in Deerfield, Illinois.

EVALUATION OF PROPOSALS

The proposals will be reviewed and evaluated by the Business Manager/CSBO. The proposals will be evaluated on the following criteria:

- Understanding of the audit engagement
- Responsiveness in clearly understanding the work to be performed
- Accessibility and ability to respond to District needs in a timely manner
- Acceptability of audit approach
- References of firm
- Qualifications and technical experience of firm in Illinois school district audits
- Qualifications of assigned individuals in Illinois school district audits
- Experience and knowledge in working with the Illinois State Board of Education
- Audit schedule
- Fees

Firms submitting proposals will be informed of the District's selection after approved by the Board of Education on Tuesday, April 25, 2023.

The District reserves the right to reject any and all proposals submitted, and to ask for more details or further clarification of any proposal, and select the proposal that best meets the needs of the District.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

All proposals must be submitted no later than 3:00 P.M. on April 18, 2023 to:

Anthony Ruelli

Business Manager/CSBO
Community Unit School District 201
133 South Grant Street
Westmont, IL 60559

Three (3) bound copies of the proposal are to be provided to the address above, as well as, an electronic copy of the proposal sent to aruelli@cusd201.org.

PROPOSAL FORMAT

Responses to the RFP must be organized in accordance with the outline, which follows:

Title Page:
Include the firm's name, address, and name and telephone/fax number of contact person.

Table of Contents:
Include a table of contents identifying sections and/or page numbers.

Letter of Transmittal:
Briefly state your understanding of the work to be done and make a positive commitment to perform the work within the time period specified. State names of the person(s) who will be authorized to make representations for the firm, their title, address and phone number.

Profile of the Firm:
Provide an overview of your firm, size, experience of the firm, and its key personnel. State whether or not the firm is independent from the District. Include a list of school districts that are similar in scope and reporting which the firm has audited. Please provide a list of clients who may be contacted for references. Include the location of the office from which the work is to be completed and the number of professional staff by level employed at that office.

Provide the firm's license number to practice in the State of Illinois.

State whether the firm and its proposed audit staff meet the continuing professional education requirements of the General Accountability Office's *Government Auditing Standards.*

Express whether or not the firm or its partners or shareholders have been subject to any disciplinary action of the State of Illinois, the Illinois CPA Society or the AICPA. Disclose any enforcement action to which the firm has been subject to during the last three years or which are currently in progress.

Describe the firm's external quality review process and results, and provide a copy of the firm's most recent Peer Review Report.

Timing of the Audit:
Please provide the approximate timing of the audit so as to meet the above deadlines. Interim work should be performed in May, and final fieldwork performed between late July and early September.

Approach:
Describe the firm's approach, including risk management, for the audit services.

Express agreement to meet the requirement of the engagement as stated in the Scope of Audit and Services Required sections of these guidelines. Provide descriptions of the audit approach, and illustrations of the procedures to be employed.

Provide a tentative schedule for performing key phases of the audit and estimated number of hours for each level of staff necessary to complete each phase of the audit.

Summary of Firm's Qualifications:
Describe the firm's experience, reputation and skills to provide the services requested. Identify the supervisory level personnel who will work on the proposed services, including staff from other than the local office. Resumes for each supervisory person to be assigned to the audit should be included.

Describe the firm's staffing approach to provide quality service and continuity of personnel.

Provide results from client surveys for last three years.

Additional Information:
Since data not specifically requested must not be included in the foregoing sections, give any additional information considered essential to the proposal in this section. If there is not additional information, please note: "There is no additional information."

Firm Name	Representative – Printed
Address	Title
City	Telephone Number
State	Fax Number
Zip	Email address
Date	