

AUDIT PROPOSAL INFORMATION

School District Information

The Worth County R-III School District enrollment as of 12/6/2021 was 271, with 60 employees, and a budgeted expenditure of 3.9 million.

The district maintains two checking accounts, one debt service account, and a MOSIP account.

The district's financial accounting and payroll software is Software Unlimited.

The district has maintained all funds on the cash basis of accounting.

Financial reports for all funds are prepared monthly.

Examination to be made for the standards for financial and compliance audits in the Standards for Audit of Governmental Organization, Programs, Activities and functions issued by the US General Accounting Office; the Single Audit Act of 1984; the provisions of OMB Circular A-128, Audits of State and Local Governments; and provisions of laws and regulation of the State of Missouri.

Assistance Available to Proposer

Westbrook & Co has prepared the annual audits for the district since 2006.

School District personnel will be available to reproduce and pull documents, type confirmations, or assist in other ways as time permits.

Selection Process

The qualifications of the firms submitting proposals will be reviewed by the district's Board of Education.

INFORMATION TO BE SUBMITTED WITH PROPOSALS

Annual audit will include all requirements found in the Missouri Financial Accounting Manual. Clearly describe the scope of the required services to be provided. The requested services include both an examination of financial statements and a compliance examination for certain federal or state funds. Define the scope of the services to be provided in those terms.

Identify the supervisors and staff who will work on the audit, including those from other than the local office. Resumes for management and supervisory personnel to be assigned to the audit should be included, and specific governmental experience should be indicated.

Audit Approach

Clearly describe your firm's approach to conducting the examination.

Assurance

Guarantee final audit will be complete and ready before the November meeting for Board Approval.

Profile of the Firm

State whether your firm is local, national, or international.

State whether your firm has a current permit to practice issued by the Missouri State Board of Accountancy.

Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, and other professional staff employed at that office.

Describe the range of activities performed by the local office in the governmental area such as audit, accounting or management services. You should include activities which demonstrates your commitment to the governmental practice.

Briefly describe your firm's quality control policies and procedures. State whether or not those policies and procedures are subjected to the professional's "peer review" program to provide for an independent review of their effectiveness.

Governmental Experience

Describe recent local office auditing experience similar to the type of audit requested and give the name and telephone numbers of client officials responsible for those audits listed. Describe your firm's willingness to assist the Worth County R-III School District as it implements the requirements of GASB34.

Additional Data

Give any additional information considered essential to this proposal, including involvement in state and local government organizations, seminars, etc. Publications of your firm, such as directories, articles, and list of clients may be included by should not be voluminous.

Fees

Proposals that are submitted in response to this letter should include a "not-to-exceed" fee of what the firm would charge to perform the district's audit in a separate sealed envelope attached to the first copy of the qualifications section and identified as "Cost Data".

Although the district cannot bind future governing bodies, it is anticipated that the firm selected to serve as the district's auditor will be retained for a three year period with annual evaluations made of its service.

If the firm desires to present its qualifications, please submit to the undersigned by 1/31/22. If you desire any additional information or clarifications, or would like to visit the district to review our financial records before preparing your proposal, please feel free to contact Chris Healy at 660-564-3389.

It should be understood that the district reserves the right to reject any or all proposals submitted and to request additional information. Furthermore, the professional accounting services purchased will be from a firm which, in the opinion of the district, is best qualified.