

**REQUEST FOR PROPOSALS  
AUDIT SERVICES  
TOWN OF WOLFEBORO, NEW HAMPSHIRE**

**A. INTRODUCTION**

The Town of Wolfeboro, NH, requests qualified independent Certified Public Accountants to present proposals to perform a financial audit of the fiscal years ending December 31, 2021, 2022, 2023 with a possible extension for a fourth and fifth year, in accordance with generally accepted auditing standards as set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act, US Office of Management and Budget (OMB) Circular A-133 Audits of State and Local Governments, and the specifications listed below.

**B. GENERAL INFORMATION**

The Town of Wolfeboro (pop. 6,500) has an operating budget of approximately \$28,661,602. The Town has the following fund types: General, Water, Electric, Sewer, Revolving Funds, Special Revenue, Capital Projects, Trust and Agency Funds. Wolfeboro employs approximately 120 permanent positions and several other seasonal staff. The Town operates on a calendar year basis, January 1 – December 31. The financial software used is: Munismart, EnQuesta, Interware, and Avitar.

Audit services are subject to annual review and will be dependent on satisfactory completion of the prior year's audit and approval of an audit appropriation in the operating budget.

Questions concerning this request should be directed to:

Kathryn Carpentier  
Finance Director  
Town of Wolfeboro  
84 South Main Street  
PO Box 629  
Wolfeboro, NH 03894

Phone - 603-569-8168

E-mail – [financedirector@wolfeboronh.us](mailto:financedirector@wolfeboronh.us) (DO NOT USE TO EMAIL PROPOSALS)

The Town reserves the right to negotiate with the successful Proposer for an extension of the professional relationship beyond the initial three-year contract period.

**C. PROPOSAL FILING AND REVIEW PROCESS**

Sealed proposals shall be mailed or delivered to the Town Manager's office at the address listed above on or before 4:00pm on November 23, 2021.

Or you can email proposals to [bids@wolfeboronh.us](mailto:bids@wolfeboronh.us).

Proposals shall be submitted in a sealed envelope, addressed to the Town of Wolfeboro at the above address, bearing on the outside the name of the Proposer and clearly captioned "Proposal for Audit Services." Proposals will become part of the Town's files without obligation on the Town's part.

Awards shall be made based on the proposal that, in the opinion of the Town, is in the best interest of the Town and any award made will be made to the firm, which, in the opinion of the Town, is best qualified. The Town reserves the right to reject any and all proposals.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information for clarification from Proposers, or to allow corrections of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

#### **D. REVIEW CRITERIA**

Review of all proposals will include but not be limited to an assessment of the responsiveness of the proposal to the criteria set forth herein and to professional standards by clearly stating an understanding of the work to be performed. Examples of such include but are not limited to the following:

- Samples of work and reports furnished.
- Appropriateness and adequacy of proposed procedures.
- Orderliness of presentation for ease of comprehension.
- Necessity of procedures.
- Reasonableness of time estimates.
- Appropriateness of assigned staff levels.
- Timeliness of expected completion.

An assessment of the technical experience of the firm and qualifications of the staff.

#### **E. THE PROPOSAL ELEMENTS**

The Proposal shall:

- a. List the location of office out of which the audit will be served
- b. Identify the size of the Proposer's firm and its experience with municipal government agencies in matters pertaining to financial audits
- c. Name a minimum of three (3) references of New Hampshire municipalities previously served
- d. Include a program and schedule of audit activities to be conducted, estimated number of hours, a resume and time schedule of personnel expected to service the account
- e. Identify and list the experience and qualifications of staff to be assigned to the audit
- f. State the maximum fee for which the audit services will be performed for each of the three (3) fiscal years starting with 2021. The fee shall include all costs for which the firm expects to be

compensated. This statement shall include the payment terms and discount features, if any. Payment terms to stipulate that final payment is not due until after all reports have been delivered to and accepted by the Town. Any fee proposal selected shall be on a not-to-exceed basis

- g. Be signed by an official authorized to bind the firm
- h. Specifically note any exceptions to the RFP of the service to be provided by the firm, and/or any service to be provided by the firm not mentioned in the RFP
- i. Include an affirmative statement that it is independent of the Town of Wolfeboro as defined by generally accepted accounting standards

## **F. AUDIT**

**Scope:** The audit will include the balance sheets of the Town's various fund types and account groups and the related statements of revenues, expenditures, and changes in fund balance for the year ended. The audit will be made in accordance with generally accepted auditing standards; and will include tests of the accounting records of the Town. The combining individual fund and account group financial statements and schedules will be subject to the auditing procedures applied to the combined financial statements.

Procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and banks.

Auditor will be expected to retain for a minimum of three (3) years all working papers and other materials created, used, or obtained during the performance of their audit services. Such retention will be at the auditor's expense and with the expectation of responding to the reasonable inquiries of successor auditors. The selected auditor will be required to make retained materials available upon request of the Town of Wolfeboro.

The Town views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to:

- Be available for consultation phone inquiries during course of year. The proposal shall specify any limitations and additional charges, if any, for such services and the basis on which they accrue;
- Advise and inform through the term of the agreement on questions, practices and procedures for handling various accounting activities; and
- Advise the Town of any significant changes in governmental accounting procedures, as they become aware of them as they may materially affect the financial statements and accounting procedures.

### ***Reports to be Issued:***

1. A report on the fair presentation of the financial statements in conformity with the most recently adopted generally accepted accounting principles (GAAP) as interpreted by the Government

Accounting Standards Board (GASB), NH Department of Revenue Administration rules Rev 1700 and Rev 1900, and any other appropriate governmental measure. The selected auditor will be responsible for insuring acceptance of the final audit report by state and/or federal agencies.

2. A Single Audit report on the schedule of federal financial assistance, if necessary.
3. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
4. A report on compliance with applicable laws, regulations and internal practices and areas for strengthening internal controls and operating efficiencies.
5. Completion of the "Financial Report of the Budget" (MS-535) for submission to the NH Department of Revenue Administration.
6. Final, unqualified auditor's reports, or if qualified, specify why, and General Purposes Financial Statements with supporting schedules (5 hard copy and one .pdf copy)
7. Management Letter.

Draft copies of the reports mentioned in this section must be presented to the Town for its review and comment prior to publication. At the conclusion of the audit, an exit conference will be held with the Town Manager and the Finance Director to review any adjusting entries to be made and any findings and/or recommendations arising from that year's audit.

The auditor's staff shall meet with Town staff as appropriate to present the final report to Board of Selectmen before the thirty-first (31<sup>st</sup>) of July following the close of the fiscal year being audited.

***Nature of Town's Assistance to Auditor during Audit:***

Town staff agrees to render all feasible assistance to the audit firm and shall respond promptly to requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement.