Concord Community Schools
405 South Main Street
Concord, MI 49237
(517) 524-8850

Request for Proposal
Audit Services
For the Years Ending June 30, 2019, 2020 and 2021
GENERAL CONDITIONS

Concord Community Schools is soliciting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending June 30, 2019, 2020 and 2021. The district reserves the right to extend the minimum three-year contract an additional two years based on satisfactory performance of audit services.

The audit is to include an examination of the following funds: General, Fiduciary, Food Service, Debt Service 2010, Debt Service 2018, Capital Improvement, Sinking and all Federal programs required to be audited by the State of Michigan.

The examination must be performed in accordance with generally accepted auditing standards. The financial report must be prepared in accordance with GASB Statement No. 34 and the Michigan School Accounting Manual.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of audit services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

TIME TABLE:

1. Release of RFP on or about January 18, 2019.
2. Proposals due at 3:00 pm on Friday, February 22, 2019.
4. Notification to all firms as soon as possible after March 18, 2019.
5. Preliminary audit work to be conducted during June each year.
6. Audit to be conducted during August each year.
7. Financial Statements completed for distribution in September following each fiscal year end.
8. Presentation of Financial Statements to the Board of Education during October of each year.

FIRM/AUDITOR QUALIFICATIONS

- The firm must maintain a sufficient number of professional staff in order to provide adequate technical expertise and depth.

- The firm and the partner assigned to the district must have considerable experience in auditing K-12 public school districts within the State of Michigan.

- The auditor is expected to be familiar with the types of policies and procedures school districts follow.

- The auditor will provide a profile of the professional responsible for the overall management of the audit. The auditor must be fully informed regarding generally accepted accounting principles and auditing procedures.
The firm shall identify the audit manager, field supervisors and other staff who will work on the audit, including staff from other than the local office.

Assurance must be given that during the course of the life of the three-year contract there will be some continuity in the assignment of audit staff. It is to the mutual interest of the district and the audit firm that there not be any dramatic changes in audit staff every year.

The firm’s professional staff must be trained specifically in auditing and accounting for school districts.

The firm must be actively involved in school financial organizations on a county and state level.

All assistants must be properly trained and supervised and the work must be adequately planned.

The firm must have an excellent reputation for service in school district auditing.

In addition, we request that the auditor offer possible alternative solutions to improve fiscal management of Concord Community Schools and that the auditor advise the accounting office in writing of any changes in accounting procedures to assist with the ongoing compliance with the latest recommendations.

The auditor shall furnish the school district with 5 printed copies and a PDF electronic file of the Comprehensive Annual Financial Report and 5 copies and a PDF electronic file of the Single Audit Report (if a Single Audit is required).

**DISTRICT INFORMATION**

Concord Community Schools currently utilizes Munis software by Tyler Technologies for general ledger, accounts payable, cash receipts, accounts receivable, payroll, human resources and student management functions.

Attached is a summary of the 2018-19 Board approved budget. If you wish to review the records of the Concord Community Schools you may contact Laurie Sinden at (517)524-8850

**PROPOSAL**

Please segregate in your proposal the amount estimated to be charged to federally funded programs. In addition, please provide the names and contact persons of at least 4 school districts that you have audited in recent years.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. All questions and correspondence should be directed to Dan Funston at the address noted below, by email dan.funston@conordschools.net or by telephone at (517) 524-8850.

Completed proposals must be received by 3:00 pm on Wednesday, March 27, 2019 to:

Dan Funston, Superintendent  
Concord Community Schools  
405 S. Main St.  
PO Box 338  
Concord, MI 49237

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the audit firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.
BE IT RESOLVED, this resolution shall be for the General Fund appropriations of the CONCORD COMMUNITY SCHOOL DISTRICT for the 2018/2019 school year. A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the distribution of General Fund income received by the district.

BE IT FURTHER RESOLVED, that the eighteen mills (18 mills) are budgeted for operations against property except Homestead and Qualified Agricultural Property.

BE IT FURTHER RESOLVED, that the total revenue and undesignated and unreserved fund balance estimated to be available for appropriations in the General Fund of CONCORD COMMUNITY SCHOOLS for the fiscal year 2018/2019 shall be adopted as follows:

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Local Sources</td>
<td>600,611</td>
<td>579,600</td>
<td>592,952</td>
</tr>
<tr>
<td>State Sources</td>
<td>5,940,708</td>
<td>5,465,722</td>
<td>5,604,907</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>202,433</td>
<td>142,781</td>
<td>173,171</td>
</tr>
<tr>
<td>Intermediate Sources</td>
<td>346,892</td>
<td>324,000</td>
<td>370,833</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>7,089,844</td>
<td>6,912,103</td>
<td>7,041,863</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES:</th>
<th>Instruction:</th>
<th>Support Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic programs</td>
<td>3,516,043</td>
<td>248,969</td>
</tr>
<tr>
<td>Added Needs</td>
<td>965,579</td>
<td>257,793</td>
</tr>
<tr>
<td><strong>Total Instruction:</strong></td>
<td>3,516,043</td>
<td>248,969</td>
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<tr>
<td>Pupil Support</td>
<td>243,004</td>
<td>257,793</td>
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<tr>
<td>Instructional Staff</td>
<td>243,004</td>
<td>257,793</td>
</tr>
<tr>
<td><strong>Total Support Services:</strong></td>
<td>243,004</td>
<td>257,793</td>
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<tr>
<td>General Administration</td>
<td>205,244</td>
<td>305,226</td>
</tr>
<tr>
<td>Building Administration</td>
<td>439,021</td>
<td>388,186</td>
</tr>
<tr>
<td>Fiscal Services</td>
<td>128,179</td>
<td>129,384</td>
</tr>
<tr>
<td>Operation/Maintenance</td>
<td>752,751</td>
<td>770,822</td>
</tr>
<tr>
<td>Transportation</td>
<td>415,003</td>
<td>391,823</td>
</tr>
<tr>
<td>Pupil Accounting Services</td>
<td>75,383</td>
<td>99,896</td>
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<tr>
<td>Athletics</td>
<td>280,591</td>
<td>234,470</td>
</tr>
<tr>
<td>Community Services</td>
<td>1,345</td>
<td>1,345</td>
</tr>
<tr>
<td>Other Financing Uses</td>
<td>3,400</td>
<td>500</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES:</strong></td>
<td>7,364,352</td>
<td>7,093,307</td>
</tr>
</tbody>
</table>

| Budget Excess/(Deficit) | (275,588) | (181,204) |
| Beginning Fund Balance | 1,384,164 | 1,108,575 |
| Ending Fund Balance | 1,108,575 | 720,012 |
| 15.1% | 13.1% | 9.7% |

[Signature]