



Lee's Summit R-7 School District

Office of the Superintendent and Board of Education
301 N.E. Tudor Road Lee's Summit, MO 64086
Phone: 816-986-1000

www.lsr7.org

January 31, 2018

Re: Annual Audit Services

Enclosed is a Request for Proposal (RFP) for Annual Audit Services. The proposed period of the awarded Agreement will be for a one-year period, with four one-year renewal options. The responsive Proposal will comply with all federal, state, and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

All interested parties must submit Proposal by **Wednesday, February 28, 2018**, before 2:00 p.m., CST. **No late submittals will be accepted.** The Board of Education reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District. The award for Annual Audit Service will be considered by the Board at its regular meeting in April 2018.

Firms are to submit five (5) copies of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as indicated below:

**Lee's Summit R7 School District
Purchasing & Distribution Office
Attention: Christa Battaglia
702 SE 291 Highway
Lee's Summit, MO 64063
RE: RFP #2018-16 Annual Audit Services**

All proposals that are received become a part of the District's file, and there is no obligation by the District to accept any proposal. Following the review of the proposals, we may request that certain proposers be present for interviews, which will be scheduled at a mutually agreeable time.

All communications by the Firm concerning this RFP, including requests for additional information or clarification, must be requested in writing, via email, to Christa Battaglia, Purchasing & Distribution Coordinator, at christa.battaglia@lsr7.net, by **4:00 p.m., February 16, 2018**. Requests to visit the District to review its financial records prior to preparing a Proposal must be directed to Kendra Hutsell, Director of Accounting, via phone at (816) 986-1016 or via email at kendra.hutsell@lsr7.net.

Request for Proposal #2018-16

to Provide

Annual Audit Services

Sealed Proposals to be forwarded to

**Lee's Summit Missouri School District
Purchasing & Distribution Services**

702 SE 291 Highway

Lee's Summit, MO 64063

Attn: Christa Battaglia

All proposals must be received by

2:00 p.m., CST

Wednesday, February 28, 2018

By Authorization of the

Lee's Summit Missouri School District

Board of Education

Lee's Summit, MO

General Information

1. The Board of Education of the Lee's Summit R7 School District (hereafter "District") will receive sealed Proposals from qualified firms of certified public accountants for providing **Annual Audit Services** for the 2017-2018 fiscal school year with options to renew for the four years subsequent there after.
2. The purpose of this Request for Proposal (RFP) is to establish the requirements for Annual Audit Services, and to solicit Proposals from audit firms (hereafter "Firm") for providing such audit services. The RFP requests a great amount of detail to avoid delays, misunderstanding, and to simplify the evaluation of the Proposals. The Firm is requested to respond to each specification.
3. The Firm must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All Proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Firm.
4. Five (5) copies of the Proposal shall be sealed and plainly marked on the envelope with the name "**RFP #2018-16, Annual Audit Service Proposal**" and delivered to:
 - Lee's Summit R7 School District
 - Purchasing & Distribution Services
 - Attention: Christa Battaglia
 - 702 SE 291 Highway
 - Lee's Summit, MO 64063
5. Proposals will be received until **2:00 p.m., CST, February 28, 2018**. Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
6. The District is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt.
7. Requests for interpretation must be made in writing to the Purchasing & Distribution Coordinator of the Lee's Summit R7 School District no later than 4:00 p.m., CST on February 16, 2018. Any information given to a Firm concerning the RFP will be furnished to all Firms as an addendum to the RFP if, in the District's sole discretion, such information is deemed necessary to all Firms submitting Proposals on the RFP, or if the lack of such information would be prejudicial to uniformed Firms. The Firms should rely only on written statements issued by the District in the form of an addendum to the RFP.
8. No oral interpretation will be made to any Firm as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Firm with other District employees or Board members regarding the RFP may result in disqualification.
9. The district's audit review committee may, at its option, conduct interviews after receipt of the Proposals. If interviews are conducted, they are expected to be in the period March 19-23, 2018.

General Information

10. Proposals may be modified or withdrawn by written notice or in person by the Firm or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the deadline.
11. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expense incurred in the preparing of Proposals in response to this request.
12. Proposals submitted in response to this RFP should include a “not-to-exceed” fee of what the firm would charge to perform the District’s audit.
13. 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 5-year period with annual evaluations made of its services.
14. All proposals must be submitted on the District forms as attached. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate or modify the concept and ultimate objectives of this RFP will be considered. Non-compliance with RFP specifications will disqualify Proposals from further consideration.
15. Any explanation or statement that the Firm wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Firm so indicates, it is understood that the Firm’s proposal is in strict accordance with the RFP requirements.
16. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
17. All Proposals shall be deemed final, conclusive, and irrevocable; and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
18. Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until that time when the District takes official action on the Proposals.
19. The Firm is responsible for its own verification of all information provided to it. The Firm must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.

General Information

20. Proposals may contain data that the Firm does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Firm marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages ____ and ____ in this Proposal furnished in the connection with the Request for Proposal of the Lee’s Summit School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Firm as a result of or in connection with the submission of this Proposal, the Lee’s Summit School District shall have the right to use or disclose technical data to substantiate the award of the Contract.”**
21. The above restriction does not limit the District’s right to use or disclose without the Firm’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
22. The District may accept one part, aspect, or phase, or any combination thereof, of any Proposal unless the Firm specifically qualifies its offer by stating that the Proposal must be taken as a whole.
23. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service.
24. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
25. The District reserves the right to negotiate final contract terms with any Firm, regardless of whether such Firm was interviewed or submitted a best and final Proposal.
26. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.
27. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
28. The Firm shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors, or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
29. No Firm shall engage in any activity or practice, by itself or with other Firms, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Firm’s Proposal.

General Information

30. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Firm agrees to abide by the decision of the District.
31. Initial Proposals may not be withdrawn for 90 calendar days from the due date for Proposals except with the express written consent of the District. If a Proposal is accepted as submitted, the negotiated final Agreement shall consist of the Agreement, this RFP, plus any addenda thereto, and the Firm's Proposal.
32. The District, in its discretion, may terminate the Agreement in whole or in part at any time, whenever it is determined that the successful Firm has failed to comply with or breached one or more of the terms and conditions of the Agreement or specifications incorporated therein and the successful Firm as failed to correct such failure or breach to the District's satisfaction with a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Agreement, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Agreement for material and services, which have been accepted by the District.
33. The District may terminate the Agreement without cause by notifying the successful Firm in writing 30 days prior to the effective date of termination. The successful Firm shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
34. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state, or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Firm and the District will thereby be relieved from all further obligations under the Agreement.
35. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Firm; liquidation or dissolution of successful Firm; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Firm; assignment by successful Firm for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Firm.
36. In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
37. The District shall not be responsible for any pre-Agreement expenses of any Firm, including the successful Firm, incurred prior to the commencement of the Agreement.

Scope of Services

1. The auditor will express opinions on the fair presentation of the District's basic financial statements in accordance with the basis of accounting used by the District.
2. The annual audit will entail an audit of the District's financial records including the General, Special Revenue, Debt Service and Capital Projects funds. Fiduciary funds, proprietary funds, component units that do not issue their own financial statements, transportation, attendance, food service, and federal and state program records should also be included. Other programs, funds or processes as specified by the Board or required by law should also be included.
3. The annual audit will review and test the system of administrative control over compliance with federal laws and regulation to the extent considered necessary by the audit of and as required by the U.S. General Accounting Office's *Government Auditing Standards*.
4. The annual audit shall conform to all Missouri State Statutes, all requirements of the Department of Elementary and Secondary Education (DESE), the Single Audit Act of 1996, and the provisions of OMB Circular A-133, GASB 34, and District Board policy "DIE" (see attachment #6).
5. The annual audit will be conducted in conformance with financial reporting requirements in accordance with generally accepted auditing standards and Government Auditing Standards.
6. The District uses the modified cash basis of accounting for all funds and accounts. The District follows the procedures outlined in the Missouri Financial Accounting Manual.
7. Assistance is available from the Accounting Office staff in the following areas:
 - District staff can prepare confirmations and schedules/work papers, if the Firm provides a list of its needs and desired format.
 - District staff is also available to pull document from the list provided by the Firm and to reproduce documents
8. The Firm must provide a "To Be Prepared by Client" listing three weeks prior to the arrival of the audit team for both the Interim and Final field work.
9. The District will issue representation letters for asset, liability, and contingent liabilities after consultation with the Firm.
10. Available office space is located in the same building as the Accounting Office, and will be provided to the Firm. The Firm must supply its own equipment and supplies.
11. The District may request, from time to time, that additional services be performed in conjunction with the audit. It is understood that an agreed-upon procedure letter would be prepared outlining the work to be performed and the estimated cost.
12. The Proposal should identify and describe any anticipated potential audit problem, the Firm's approach to resolving these problems and any special assistance that will be requested from the District.

Scope of Services

13. In addition, as a non-audit service, the Firm will prepare the applicable draft financial statements (all district-wide and government statements), footnote disclosures, required supplementary information, supplementary information, other financial information, and supplementary state information. These documents will be review by District employees who possess the appropriate knowledge, skills, and ability to appropriately evaluate the drafted documents.
14. The Firm shall conduct an entrance conference prior to the start of fieldwork and an exit conference prior to their departure from final fieldwork. These conferences shall be conducted with the District's Audit Committee and administrators.
15. The Partner or Manager of the engagement shall be integrally involved in all phases of the engagement.
16. A presentation to the Board of Education by the Firm is required prior to the December 31st deadline for filing with DESE.
17. The Firm will supply ten (10) bound copies of the audit and management letter each year.
18. The Firm must provide an electronic pdf version of the completed audit report pursuant to the DESE requirements for submission to that office.
19. The Firm shall prepare a condense Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds, with a summary statement of the scope of the audit examination and the auditor's opinion of the financial statements including in the audit report. This must be available in time to be published in the newspaper within thirty days of the receipt of the audit report by the Board of Education.
20. If requested, provide an internal control site review at school site locations. These reviews will serve to provide a site review for all schools on a rotating basis every 3-4 years as mutually agreeable between the Firm and the District. This review will include all areas within a given school site that have cash-handling responsibilities, including but not limited to the site's main office, library and nutrition services. Following the review, a report is generated outlining the processes reviewed, a listing of strengths and weaknesses, and recommendations for improvement. A separate hourly fee should be included for these services provided for in Attachment 4, Section C.

District Information

1. The District has the following funds: General (Incidental) which includes Nutrition Services, Student Activities, Before and After School Services, and an Insurance Reserve, Special Revenue (Teachers), Debt Service, and Capital Projects.
2. The District originally budgeted expenditures for FY18 of \$290,098,178, including \$72,802,324 in General Fund expenditures, \$124,229,989 in Teacher's Fund expenditures, \$7,830,960 in Capital Project Fund expenditures, \$5,222,852 in the Bond Fund, \$7,651,196 in the Nutrition Services Fund, \$3,118,761 in the Before and After School Fund, \$4,749,320 in the Student Activity Fund, and \$64,492,775 in Debt Service expenditures.
3. The District originally budgeted revenues for FY18 of \$242,160,900, including \$107,547,902 in General Fund revenue, \$7,689,076 in the Nutrition Services Fund, \$2,979,621 in the Before and After School Fund, \$4,700,000 in the Student Activity Fund, \$90,579,759 in Teacher's Fund revenue, \$5,352,325 in Capital Projects revenue, \$6,000 in the Bond Fund, \$23,306,216 in Debt Service revenue.
4. The District's fund balance at June 30, 2017 are:
 - General (Incidental) Fund \$66,468,962.76
 - Special Revenue (Teachers) Fund \$0.00
 - Debt Service Fund \$58,317,213.08
 - Capital Projects Fund \$18,588,526.54
 - Total All Funds \$143,374,702.38
5. The District's Assessed Valuation as reported September 28, 2017 is \$1,947,603,112.
6. The District's current tax rate is \$5.8777 including \$4.7577 for the General Fund, \$0.0500 for the Capital Projects fund and \$1.0700 for the Debt Service Fund.
7. The District's enrollment in September 2017 was 18,302.
8. The District's Free and Reduced Lunch count from December 2017 is 14,654 (80.0%) unreduced, 3,006 free (16.4%) and 651 reduced (3.6%).
9. The District employs over 2,500 teachers, support personnel and administrators. The district contracts with Kelly Services for substitutes.
10. The District uses PowerSchool - Business Plus software for its financial accounting and payroll system and uses PowerSchool for its student/attendance data. The District uses Workforce for its time clock system.
11. The modified cash basis of accounting has been used and will be used for all funds and accounts.
12. Budgeted revenues and expenditures are incorporated into the general ledger systems and encumbrances are recorded in the accounting records as funds are committed.
13. 2016-17 audited financial statements and the budget for fiscal 2018 are available on the district website at www.lsr7.org.

Proposal Evaluation Criteria

1. Each Proposal will be reviewed and rated by District staff members. The areas assessed will include, but not be limited to:
 - a. Prior auditing experience:
 - i. Auditing Missouri public school districts
 - ii. Auditing local governments
 - iii. Auditing entities of similar size and nature
 - b. Organization, size, and structure of the firm
 - c. Realistic time estimates
 - i. Audit Plan
 - ii. Estimated number of hours for each staff member
 - d. Qualifications of staff to be assigned to audit
 - i. Qualifications and make-up of team
 - ii. Overall supervision to be exercised over audit team by the Firm's management
 - e. The Firm's understanding of the work to be performed
 - f. Cost of the audit
2. The District may conduct interviews with selected firms in connection with its evaluation of the Proposals.
3. The contract will be awarded to the Firm whose offer conforming to the RFP is determined to be most advantageous to the District, price and other factors considered. The District reserves the right to act as sole and undisputed judge of what is most advantageous to the District.

Proposal Format, Contents, and Submittal Schedule

It is the purpose of this RFP to obtain as complete a set of data as possible from each Firm. This will enable the District to determine with Firm is best able to meet all of the criteria that are to be considered in the award of Annual Audit Services.

Proposal Format and Contents

The Firm's proposal package shall contain the following items in the order listed below and utilize the forms provided in the Attachment Section of the RFP. The Firm is urged to be concise yet thorough in its presentations. Pertinent supplemental information should be referenced and included as attachments. All Proposals must be organized and tabbed to comply with the following sections:

1. Letter of Transmittal

The Letter of Transmittal should include an introduction of the Firm; an expression on the Firm's understanding of the work to be done, and its ability and desire to meet the requirements of the RFP; a commitment to perform the work within the specified time period; and any other information not identified in the Proposal itself should also be included. The Letter of Transmittal must be signed by an officer of the Firm with authority to bind the Firm to an Agreement.

2. Executive Summary

The Proposal shall include an Executive Summary that briefly describes the Firm's approach to meeting the District's requirements as outlined in the RFP, any major requirements cannot be met and highlights of the major features of the Proposal. The reader should be able to determine how well the Proposal meets the District's requirements by reading the Executive summary.

3. Firm Identification (Attachment 1)

The cover sheet identifies the Firm's name, mailing address, telephone, e-mail address, fax, and contact persons. An officer of the Firm must sign the Firm Identification Form.

4. References and Experience (Attachment 2)

Each Firm must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP; at least three (3) of the references should be public school districts. No reference may be an affiliate of the Firm or the Firm's officers, directors, shareholders, or partners.

5. Firm Resume and Personnel Commitment (Attachment 3)

The Firm shall complete the Firm Resume and Personnel Commitment Form, indicating the personnel it anticipates will work on the audit for the District.

6. Proposed Time and Price (Attachment 4)

The Firm shall indicate the cost for providing annual audit services (including the completion of the financial statements and not disclosures as indication in the Scope of Services section) by completing the Proposed Time and Price Form. A separate form shall be completed for each of the years proposed.

7. Proposed Dates for Engagement (Attachment 5)

The Firm shall complete the Proposed Dates for Engagement Form.

Attachments

Attachment 1: Firm Identification Form

Designate one individual as the Firm's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Firm hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Firm to provide the services required by the District for the specified period. By signing Firm Identification Form, the Firm certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Firm and the District or any of its employees, agents, or Board of Education members.

Legal name (Prime contractor)	Representative's name	Title
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Address	City/State/Zip	Telephone #
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E-mail Address	Fax #
----------------	-------

Years in Operation	Years under current structure and/or under previous structure
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1. Name of Firm's Officers:

NAME	TITLE
_____	_____
_____	_____
_____	_____

2. The undersigned hereby acknowledges the receipt of the following addenda:

Addendum Number	Date Issued	Date Acknowledged	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. The undersigned hereby acknowledges that the Firm has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals.

Firm Officer's Name

Signature

Date

Attachments

Attachment 2: References and Experience

Each Firm must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP; at least three (3) of the references should be public school districts. No reference may be an affiliate of the Firm or the Firm's officers, directors, shareholders, or partners.

List as primary references any current contract for audit services with public school districts; include contacts and telephone numbers for each reference. Use additional pages for additional contract.

1. Firm Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

2. Firm Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

3. Firm Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

4. Firm Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

5. Firm Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

Attachments

Attachment 2: References and Experience Continued

All Contracts terminated for default within the last five (5) years should be noted below. Termination for default is defined as notice to stop performance due to the Firm's nonperformance or poor performance. Submit full details of all terminations for default experienced. The District will evaluate the facts and may at its sole discretion reject the Firm's Proposal if the facts discovered indicate that the completion of a Contract resulting from this RFP may be jeopardized by selection of the Firm. If the Firm has experienced no such termination for default in the past five (5) years so indicate.

Terminated Contracts Within the Last Five (5) Years

	#1	#2	#3
Firm Name			
Business Address			
Name of Contact			
Title of Contact			
Telephone Number of Contact			
Contract Length			
Contract Value			

Attachments

Attachment 3: Firm Resume and Personnel Commitment

Part A - Resume

1. Name of Firm:
2. Local Office Location:
3. Year Firm was Established:
4. The Firm's permit to practice number issued by the Missouri State Board of Accountancy:
5. Number of Personnel Employed by the Firm at the Local Office Indicated Above:

	<u>TOTAL</u>	<u>CPAs</u>	<u>Other</u>
a. Partner/ Owner	_____	_____	_____
b. Manager	_____	_____	_____
c. Supervisor	_____	_____	_____
d. Seniors	_____	_____	_____
e. Assistants	_____	_____	_____
Total Full Time	_____	_____	_____
Professional Staff	_____	_____	_____

6. Type of Audit Services Provided by the Firm: (Provide Approximate Percentage)

a. School Districts	_____
b. Local Government	_____
c. Government – Other	_____
d. Financial Institutions	_____
e. Non-Profit Organizations	_____
f. Manufacturing and Industrial	_____
g. Retail Enterprises	_____

7. Briefly provide, on a separate sheet of paper, information on the results of any federal or state desk reviews or field reviews of Firm audits during the past three (3) years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the Firm during the past three (3) years with state regulatory bodies or professional organizations.
8. Submit a copy of the report on the Firm's most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

Attachments

Attachment 3: Firm Resume and Personnel Commitment

Part B – Personnel Commitment

9. Number and level of personnel, and percent of time which would be committed to this engagement:

	Certifications CPA, Etc.	Number	Percentage of Proposed Time Dedicated to This Engagement
a. Partner/Owner	_____	_____	_____
b. Manager	_____	_____	_____
c. Supervisors	_____	_____	_____
d. Seniors	_____	_____	_____
e. Assistants	_____	_____	_____
f. Consultants	_____	_____	_____
TOTAL	_____	_____	_____

10. On a separate sheet, provide names of personnel who would be committed to this engagement. The Firm should indicate whether each such person is licensed to practice as a certified public accountant in Missouri. The Firm should also provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. Please note that the Manager and Supervisor should be committed to the engagement for its duration, including option years, subject to normal promotion and attrition.

Attachments

Attachment 4: Proposed Time and Price

A total all-inclusive maximum price for the 2017-18 engagement must be stated, as well as a proposed price for each of the subsequent four years. The total all-inclusive price bid is to contain direct and indirect costs, including all out of pocket expenses. The cost of special services described in this RFP should be disclosed as separate component of the total, all-inclusive maximum price.

A. Proposed Engagement Hours

Staff Level:	2017-18	2018-19	2019-20	2020-21	2021-22
Partner/Owner					
Manager					
Supervisor					
Senior					
Assistant					
Total					

B. Proposed Engagement Price

Staff Level:	2017-18	2018-19	2019-20	2020-21	2021-22
Basic Audit Services					
Drafting of Financial Statements and Note Disclosures					
Total Bid Proposal					

C. Hourly Rates for Additional Services

Staff Level:	2017-18	2018-19	2019-20	2020-21	2021-22
Partner/Owner					
Manager					
Supervisor					
Senior					
Assistant					
Total					

Attachments

Attachment 5: Proposed Dates for Engagement

- A. Conduct Entrance Conference.....
- B. Commence Interim Audit Work.....
- C. Complete Interim Audit Work.....
- D. Commence Final Audit Work.....
- E. Complete Final Audit Work.....
- F. Review Draft of Audit Report with Accounting Department
- G. Review Draft of Audit Report with Superintendent.....
- H. Conduct Exit Conference.....
- I. Review Draft of Audit Report with Audit Committee.....
- J. Submit Final Report to Board of Education.....

Board Policy - Reorganized School District No. 7 Jackson Co., Lee's Summit, Missouri

AUDITS

(Audit Process)

1. The district shall cause an audit examination ("audit") to be conducted annually as directed in Board policy. The audit must include the district's:

- General, Special Revenue, Debt Service and Capital Projects funds.
- Fiduciary funds.
- Proprietary funds.
- Component units that do not issue their own financial statements.
- Transportation records.
- Attendance records.
- Food service records.
- Other programs, funds or processes as specified by the Board or required by law.

Component units are organizations that warrant inclusion as part of the school district's audit because of the nature and significance of their relationship with the district, including ongoing financial support. Whether an entity is a component unit of the school district is determined by the auditor based on input from the district.

2. The audit report shall contain:

- A statement of the scope of the audit.
- A statement as to whether the audit was conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- The independent auditor's opinion as to whether the financial statements included in the audit report present fairly the results of the operations during the period audited.
- A statement as to whether the financial statements accompanying the audit report were prepared in accordance with generally accepted accounting principles or another comprehensive basis for accounting.
- The reason or reasons an opinion is not rendered in the event the independent auditor is unable to express an opinion with respect thereto.
- The independent auditor's opinion as to whether the district's budgetary and disbursement procedures conform to the requirements of Chapter 67, RSMo.
- The independent auditor's opinion as to whether attendance and transportation records are so maintained by the district as to disclose accurately average daily attendance and average daily transportation of students during the period of the audit.
- The schedule of selected statistics, as specified annually by the Department of Elementary and Secondary Education (DESE).
- Financial statements presented in such form as to disclose the operations of each fund of the district and a statement of the operations of all funds.

3. The independent auditor shall provide a copy of the audit report to each member of the Board and the superintendent.

4. As directed by Board policy, the superintendent or designee will transmit to DESE a copy of the final audit report and the related management letter if prepared by the auditor. A copy of the final, approved and signed Board minutes or Board resolution approving the audit report will be provided to DESE as soon as approved by the Board of Education.

5. As directed in Board policy, the superintendent or designee, shall prepare a summary of the audit report within 30 days of receiving the report. The summary shall include:

- A summary statement of fund balances and receipts and disbursements by major classifications of each fund and all funds.
- A summary statement of the scope of the audit.

- The auditor's opinion on the financial statements included in the audit report.
- Any other matter the Board deems appropriate.

6. Immediately upon the completion of the summary, the superintendent or designee shall publish it once in a newspaper within the county in which all or a part of the district is located that has general circulation within the district. If no such newspaper exists, the Board shall post the summary in at least five public places within the district. The publication shall state where the audit report is available for inspection and examination. The report shall be kept available in the district's office for inspection.

Federal Funds Audits

Federal Awards – Federal financial assistance and federal cost-reimbursement contracts the district receives directly from federal awarding agencies or indirectly from pass-through entities.

Federal Program – All federal awards assigned a single number in the Catalog of Federal Domestic Assistance or federal awards from the same agency for the same purpose.

Program-Specific Audit – An audit of one federal program.

Single Audit – An audit that includes the district's financial statements and the federal awards.

If the district spends a total amount of federal awards equal to or in excess of the amount specified by the Office of Management and Budget (OMB) as the single audit threshold, the district shall either have a single audit or a program-specific audit made for such fiscal year in accordance with the Single Audit Act, *Government Auditing Standards* and the requirements of federal law.

If the district spends a total amount of federal awards that is less than the amount specified by the OMB, the district will be exempt from a single audit or program-specific audit under federal law, but the district will still have a general audit of district funds conducted, which may include an audit of federal funds.

Upon request, the district will make records available for review or audit by appropriate federal officials.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 10/12/2001

Revised: 06/18/2015; 01/19/2017

Reorganized School District No. 7 Jackson Co., Lee's Summit, Missouri

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