

Request for Audit Services

The Town of Avon, Massachusetts invites qualified, independent public accountants, licensed to practice in the Commonwealth of Massachusetts to submit proposals to conduct an audit of its financial accounts and records in accordance with the specifications listed below.

Pursuant to section 1(b)(15) of chapter 30B of the General Laws, the provisions of chapter 30B itself shall not apply to contracts for audit services. Therefore this request for professional submissions for audit services is made in the best interests and under the general authority of the Town of Avon and no other.

A. General Information

1. The Town has a population of approximately 4,200 and a total operating budget for fiscal 2014 of approximately \$21,451,000. There are approximately 350 full & part-time employees.

The most recent audit of the Town was performed for the fiscal year ended June 30, 2014 by Lynch, Malloy, Marini, LLP. A copy of the audit report and fees from prior years are available upon request from the Town Accountant, Shannon MacKenzie, Town of Avon, 65 East Main Street, Avon, MA 02322

Email: smackenzie@avonmass.org Tel: (508) 588-0414 ext. 1031.

B. Description of Records

1. The Town maintains its general records in accordance with the Uniform Municipal Accounting System established by the Bureau of Accounts. The modified accrual basis of accounting is followed by governmental funds and expandable trust funds.

The Town Accountant's records include General Fund, Community Development Block Grant, School Department, Special Revenue funds, Trust, Capital Projects, Debt, and Agency Funds. There are no Enterprise funds.

2. The financial records are maintained using an automated system provided by WTI systems. Fixed Asset records are maintained in an Excel Spreadsheet.
3. Cash reconciliation between the Accountant and the Treasurer is done monthly.
4. Payroll is processed by an outside vendor.
5. Trust Funds total approximately \$4,486,000 and are held in a variety of accounts.

C. Services Required

1. Annual financial audit of the Town's financial records of all activities and funds, and should comply with GASB 34. This financial audit shall cover three (3) fiscal years ending: June 30, 2015, June 30, 2016, and June 30, 2017.

Funds have been budgeted for the fiscal year 2015 audit.

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2. A Single audit per amendments as of 1996 and the regulations established to implement this law by the Director of the Office of Management and Budget. – OMB Circular A-133, when required.
3. Maintain relationship between audit staff and municipal officials during the year for questions and/ guidance. Assist in planning and enhancements to internal control systems. Discuss audit finding and review draft financial reports.
4. Ability to schedule audit October/November with final reports by January 31st.

D. Professional Background

1. Provide a description of municipal experience, identify any partners, and provide a current list of municipalities with contact information for references.
2. Please provide the most recent peer report.
3. Will the audit be presided over by a partner? How many staff might be on site?

D. Cost Submission

1. The Town will select from a three-year price. Accordingly, the submissions are to be presented as follows:

Fiscal Year Ended	Cost not to exceed:
June 30, 2015	\$ _____
June 30, 2016	\$ _____
June 30, 2017	\$ _____

E. Miscellaneous

The Town is not liable for any cost incurred by the prospective auditors in replying to this RFS.

F. Submission Requirements

Responses to this RFP may be submitted until Monday, May 18, 2014 at 12:00 noon

Proposals must be delivered in a sealed envelope marked “PROPOSAL FOR FINANCIAL AUDIT SERVICES”. Envelopes are to be addressed to:

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Shannon MacKenzie
Town Accountant
65 East Main Street
Avon, MA 02322

Any additional information provided by the Town in response to such submission shall be provided to all parties who have obtained a copy of the RFP at the address each has specified for such purposes.

The Town reserves the right to cancel this RFP at any time, and to reject any or all proposals submitted if it is deemed to be in the best interest of the Town to do so. No proposal may be withdrawn after the opening.