

AUDIT REQUEST FOR PROPOSAL

Southern Tier Central Regional Planning and Development Board (the “Board”) is accepting proposals from independent auditors to provide an audit for our government entity for fiscal (calendar) years 2020, 2021, and 2022. We invite your independent audit organization to submit a proposal, including non-interest responses, to us by **October 31st, 2020** for consideration. Note that the audit committee of the government entity’s governing body (audit committee) is generally the decision-maker in the hiring of the government entity’s auditor. The government entity is acting at the direction of the audit committee in sending this request for proposal (RFP) to you. A description of the government entity, the services needed, and other pertinent information follow.

General Information

STC is a public organization that was established in 1969 by Chemung, Schuyler, and Steuben Counties under Articles 12-B and 5-G of the New York State General Municipal Law. As a regional council, STC seeks to promote coordination among the neighboring counties and to provide a regional approach to those concerns crossing geographic and political boundaries. More information about STC is available on our website: <http://www.stcplanning.org>.

Services Required

These audits are to be performed in accordance with the generally accepted auditing standards and the standards applicable to financial statement audits of Government Auditing Standards as issued by the Comptroller General of the United States, as well as the provisions set forth in this RFP.

In addition, the auditor will also be required to conduct a compliance audit over major federal award programs in accordance with requirements of the Single Audit Act and OMB Circular A-133, if federal awards expended exceed \$500,000 for the fiscal year. If OMB Circular A-133 is applicable, the schedule federal and state awards expended to be included in the supplementary information section will be presented for purposes of additional analysis and is not considered a part of the basic financial statements. The auditor is to provide an “in-relation-to” report on this supporting schedule based on the auditing procedures applied during the audit of the basic financial statements.

The Board desires the auditor to audit the financial statements to express opinions in the form of an Independent Auditor’s Report on the fair presentation of the basic financial statements and notes prepared in conformity with BOTH the full accrual and modified accrual basis of accounting and presentation, including balance sheets and income statements with reconciliations. The auditor is expected to use the audit reporting guidance in AICPA AU Section 623 and related interpretations pertaining to reporting on financial statements prepared on an “other comprehensive basis of accounting” that are intended for general distribution.

In addition to the opinions on the basic financial statements, the auditor will be required to issue the by-product report on internal control and compliance over financial reporting in accordance with Government Auditing Standards. A separate management letter shall be prepared by the firm setting forth findings and recommendations relative to other internal control findings, immaterial instances of non-compliance, other matters, and any other significant observations of the accounting firm during the course of the audit. All reports required by the Single Audit Act and OMB Circular A-133 must be provided, if applicable.

Proposal Content

The proposal should contain the following background information on the firm:

- Understanding of the scope of work and reporting requirements
- Identification and brief biography of staff to be involved
- Background of the firm and its municipal government audit experience
- A copy of the firm's most recent peer review report and any related letter of comments

The proposing firm should provide the following in regards to fees and expenses:

- Total not-to-exceed fees and expenses for the scope of audit work requested in the form of firm, fixed prices for each of the three years an audit is requested.

A copy of the 2019 Audited Financial Statements are attached for reference.