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**Stockbridge Community Schools**  
**100 Price Avenue, Suite A**  
**Stockbridge, MI 49285**  
**(517) 851-7188**

**Request for Proposal**  
**Audit Services**  
**For the Years Ending June 30, 2018**

**January 23, 2018**

## **GENERAL CONDITIONS**

Stockbridge Community Schools is soliciting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending June 30, 2018. The district reserves the right to extend the minimum one-year contract an additional two years based on satisfactory performance of audit services.

The audit is to include an examination of the following major funds: General and Capital Projects; non-major funds: Food Service and Debt Service (2015, 2016), 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 Tuesday, January 23, 2018.
2. Proposals due at 1:00 p.m. on Friday, February, 16, 2018.
3. Board of Education action by Monday, March 12, 2018.
4. Notification to all firms as soon as possible after Monday, March 12, 2018.
5. Preliminary audit work to be conducted during June or July each year.
6. Audit to be conducted during July or 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 September or 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 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.
- 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 the Stockbridge Community Schools District 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 15 printed copies and a PDF electronic file of the Comprehensive Annual Financial Statements and 15 copies and a PDF electronic file of the Single Audit Report (if a Single Audit is required).

### **DISTRICT INFORMATION**

Stockbridge Community Schools utilizes software by Specialized Data Systems (SDS) for general ledger, accounts payable, cash receipts, accounts receivable, payroll, human resources and PowerSchools for student management functions.

Attached is a summary of the 2017-2018 Board approved budget. If you wish to review the records of the Stockbridge Community Schools, you may contact Tracey Wooden at (517) 710-4053.

### **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 3 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 Tracey Wooden, Business Manager at the address noted below, by email at woodent@panthernet.net or by telephone at (517) 710-4053.

Completed proposals must be received by 1:00 p.m. on Friday, February 16, 2018 to:

Tracey Wooden, Business Manager  
Stockbridge Community Schools  
100 Price Avenue, Suite A  
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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.