

Savannah R-III School District

A Growing District for Growing Minds

408 W. MARKET

Savannah, MO 64485-1658

Dr. Eric Kurre, Superintendent
Dr. Tim Mattson, Assistant Superintendent

(816) 324-3144

FAX: (816) 324-5594

www.savannah3.com

January 7, 2019

To Whom It May Concern:

The Savannah R-III School District is inviting you to submit an audit proposal for conducting its 2018-2019 to 2020-2021 audits. Included you will find district information and proposal specifications to assist you in developing your proposal.

All proposals to be considered must be received by January 31, 2019 by 10:00AM and should be sent to:

Anthony Moon
Savannah R-III School District
408 W Market
Savannah, MO 64485

All proposals which 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 bidders be present for interviews, which may be scheduled at mutually agreeable times between the dates of February 18, 2019 and February 21, 2019.

You are requested to submit a proposal for the next three years; however, the initial contract will be for one year (2018-2019) with the District having the option to renew the second (2019-2020) and third (2020-2021) years. The contract will be awarded at the March 12, 2019 Board of Education Meeting.

We look forward to receiving your proposal. If there is additional information needed, please contact us.

Sincerely,



Anthony Moon
District Accountant

AUDIT PROPOSAL INFORMATION

School District Information

The Savannah R-III School District has a student population of over 2,400, approximately 350 employees, and budgeted expenditures of 21.5 million.

The district maintains bank accounts, investments in Certificate of Deposits and MOSIP. The district's financial accounting and payroll are computerized on Chalkable for the 18-19 school. In July of 2019 we will be converting everything to Powerschool's eFinance PLUS. The district has maintained all funds on the cash basis of accounting. Financial reports for all funds are prepared monthly.

Examination to be made for the standards for financial and compliance audits contained in the Standards for Audit of Governmental Organization, Programs, Activities, and functions issued by the U.S. General Accounting Office; the Single Audit Act Amendments of 1996; the provisions of OMB Curricular A-133, Audits of State and Local Governments; and provisions of laws and regulation of the State of Missouri.

Assistance Available to Bidder

Accounting department personnel will be available to reproduce the documents, pull documents, type confirmations, or assist in other ways as time permits. It is suggested that a list of required information be provided 15 days in advance of the on-site visits so that the necessary information can be provided upon arrival.

Selection Process

The qualifications of the firms submitting proposals will be reviewed by the district's Treasurer and Superintendent. After this review, firms may be brought in for interviews. The district's Treasurer and Superintendent will take a recommendation to the Board of Education at the March 12, 2019 Meeting for review and approval.

INFORMATION TO BE SUBMITTED WITH PROPOSALS

Annual audit will include all requirements found in the Missouri Financial Accounting Manual. Clearly describe the scope of the required services to be provided. The requested services include both an examination of financial statements and a compliance examination for certain federal or state funds. Define the scope of services to be provided in those terms.

Identify the supervisors and staff who will work on the audit, including those from other than the local office. Resumes for management and supervisory personnel to be assigned to the audit should be included, and specific governmental experience should be indicated.

Audit Approach

Clearly describe your firm's approach to conducting the examination.

Assurance

Guarantee final audit will be completed and ready before the November Board of Education meeting for the Board of Education's approval. Assistance will be available for Accounting/Payroll determinations throughout the year.

Profile of the Firm

State whether your firm is local, national, or international

State whether our firm has a current permit to practice issued by the Missouri State Board of Accountancy.

Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, and other professional staff employed at that office.

Describe the range of activities performed by the local office in the governmental area such as audit, accounting or management services. You should include activities which demonstrate your commitment to the governmental practice.

Briefly describe your firm's quality control practices and procedures. Indicate whether or not those policies and procedures are subject to the professional's "peer review" program which would provide for an independent review of their effectiveness.

Governmental Experience

Describe recent local office auditing experience similar to the type of audit requested and give the name and telephone numbers of client officials responsible for those audits listed.

Additional Data

Give any additional information considered essential to this proposal, including involvement in state and local government organizations, seminars, etc. Publications of your firm, such as directories, articles, and lists of clients, may be included but should not be voluminous. Provide a list of current school districts that you audit.

Fees

Proposals should include a year one price and two additional "not-to-exceed" prices for each of the two remaining years.

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 three year period with annual evaluations made of its services.

If the firm desires to present its qualifications, please submit to the undersigned by January 31st, 2019. If you desire any additional information or clarifications, or would like to visit the district to review our financial records before preparing your proposal, please feel free to contact Anthony Moon, District Accountant, at 816-324-3144 or amoon@savannah3.com.

It should be understood that the district reserves the right to reject any and all proposals submitted and to request additional information. Furthermore, the professional accounting services purchased will be from a firm which, in the opinion of the district, is best qualified.