

**REQUEST FOR PROPOSAL  
FOR AUDITING SERVICES  
CITY OF PLATTEVILLE, WI  
FOR YEARS ENDING  
DECEMBER 31, 2018, 2019, AND 2020**

The City of Platteville, Wisconsin, invites qualified independent accountants, licensed to practice in the State of Wisconsin, to submit proposals to conduct an audit of its accounts and records in accordance with the specifications listed below.

**BACKGROUND:**

The City of Platteville has a January 1, 2017 State estimated population of 12417 and a budget for 2018 of approximately \$16.503 million for most of the City funds. Other City funds include the Water & Sewer Dept., the Airport, and the Housing Authority. The current work force of the City of Platteville is approximately 76 full time and many part time employees.

The most recent audit of the City was performed in 2018 for the period ending December 31, 2017 by Johnson Block and Company, Inc. of Mineral Point, Wisconsin.

**SCOPE OF WORK:**

- 1) The audit will be in accordance with generally accepted auditing standards as included in Statements on Auditing Standards, the GAO Government Auditing Standards, GAO Guidelines for Financial and Compliance Audits of Federally Assisted Programs, Federal OMB Circular A-133 and Circular A-87, the Single Audit Act of 1984, and the State of Wisconsin single audit guidelines.
- 2) The audit shall include an audit of the City's financial statements. The funds to be included in the audit are as listed below:
  - a. General
  - b. Debt Service
  - c. Capital Projects
  - d. Fiduciary Funds (2)
  - e. TIF Funds (TIF No. 4 – 8)
  - f. Water and Sewer
  - g. Airport
  - h. Community Development Block Grant
  - i. Wisconsin Housing & Neighborhood Conservation Program
  - j. Redevelopment Authority (RDA) Fund
  - k. Housing Authority (discretely presented component unit)
  - l. Permanent Funds (3)
- 3) At the conclusion of the audit a representative of the accounting firm will be expected to meet with City Officials for a more detailed report and also attend a Council meeting and present a brief report to the Common Council to discuss the findings resulting from the audit.

- 4) Offer a total of four (4) hours (City) and two (2) hours (W/S) per year assistance through consultation at any time during the year at no additional charge and include this service in the annual lump sum contract amount.
- 5) Audit is to include tests of the accounting records of the City and Housing Authority (including the certification of the Housing Authority's Financial Data with HUD) and other procedures necessary to express an opinion that the financial statements are fairly presented in conformity with generally accepted accounting principles. A report on the City's compliance with law and regulations and its internal accounting controls as required for the Single Audit. If the opinion is other than unqualified, to fully discuss the reasons with the City in advance.
- 6) Prepare the financial statements and the State Financial Report Form Report for Municipalities. The City prepares monthly financial reports that are reviewed by management and the Common Council. Some Audit Entries and Entries made to reclassify the activity posted in the designated equity accounts for the statement of revenues, expenditures and changes in fund balance will likely be needed.
- 7) Procedures to include tests of documentary evidence supporting the transaction recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. Request of written representation from the City's attorney may also be necessary.
- 8) To use judgment about the number of transactions to be examined and the areas to be tested including tests of transactions related to Federal and State assistance programs for compliance with applicable laws and regulations. To advise the City of any material errors, irregularities or illegal acts, fraud or defalcations, that may exist, and which comes to the auditors' attention.
- 9) Assistance with preparation of Management Discussion and Analysis (MDA). This may or may not be needed dependent upon the City Manager.
- 10) The audit will be for a term of 3 years. (For Years Ending December 31, 2018, 2019 and 2020). In your proposal please provide a breakdown in price for each year's audit for the (1) Water & Sewer Dept., (2) RDA Fund, (3) Other City Funds (4) Cost to file annual Financial Report to Dept. of Revenue, (5) Single Audit, (6) an optional yearly cost for Assistance with preparation of MDA and (7) an optional yearly cost for filing the PSC report, (8) an optional yearly cost for updating the City's depreciation schedule, and (9) an optional cost of an audit for closing out TIF #4. Price should include total cost to the City including travel, audit adjustments, etc.

## **AUDIT TIMELINE:**

- 1) Audit fieldwork related to the City is to be completed the first part of April of each year. Filing and/or completion dates of the various reports are as follows:
  - a. State Financial Report Form May 15
  - b. Annual Financial Report for Municipalities May 15
  - c. Financial Statements June 15
  - d. Report on Internal Control June 15
  - e. Management Letter June 15
  - f. Single Audit Reports July 31
- 2) A formal presentation of the audit is to be made to City Officials and the Common Council in June or July of each year.
- 3) Audit fieldwork related to the Water and Sewer Utility is to be completed the first part of March each year.

## **PROPOSAL DUE DATE:**

- 1) Proposals (hardcopy and emailed) are due by 2:00 P.M. on Tuesday, September 11, 2018 to the Financial Operation Manager's Office, Platteville City Hall, 75 North Bonson Street, PO Box 780, Platteville, WI 53818. Faxed proposals will not be accepted.
- 2) Proposals shall include resumes and work experience of the auditors that will be assigned to the City of Platteville audit.
- 3) Proposals shall include at least five (5) municipal references of similar size and complexity to Platteville including names and contact information.

**SELECTION CRITERIA** – In evaluating proposals cost will be an important factor but will not be the sole deciding criteria. The following criteria will be considered in the proposal review process:

Proposal Format  
Qualifications of Work Team  
Firm Resources  
References  
Price

Questions concerning the RFP Document and/or City financial systems should be directed to Barbara Johnson, Financial Operations Manager at (608) 348-1822 or [johnsonb@platteville.org](mailto:johnsonb@platteville.org).