

Town of Acton, Maine

Request for Proposals

Auditing Services

A. General Information

The Town of Acton and the Acton School Department are requesting proposals from qualified Certified Public Accounting Firms to perform the yearend audit services for the Town of Acton's funds and accounting groups. The auditing services shall be conducted with the generally accepted auditing standards.

The Town of Acton, located in York County, has a population of approximately 2,500 and has an annual budget of approximately 6.7 million including education. The Town has a Town Meeting/Selectman form of government and operates on a July-June Fiscal Year. Audit start date is negotiable; however the Audit must be complete no later than the end of August. Only sealed proposals will be accepted. Proposals that are faxed or emailed will NOT be considered.

B. Audit Specifications

Please indicate in your proposal if you agree to meet the following specifications. Explain any exceptions.

1. The audit shall be conducted in accordance with generally accepted auditing standards.
2. The audit shall be a financial and compliance review of all accounts and funds of the municipality.
3. The audit firm shall submit a written report, containing an expression of opinion regarding the financial statements of the municipality.
4. The audit shall cover the fiscal year ending June 30, 2019. The Town of Acton shall entertain a multi-year auditing proposal not to exceed a three year time period.
5. The audit firm shall submit a management letter, which shall identify management and internal control weaknesses, if any and propose steps to correct them.
6. The audit firm is also expected to assist the municipality in the preparation of the financial statements and supplementary schedules in accordance with generally accepted accounting principles.
7. The audit shall be conducted to satisfy the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A 5823.
8. The audit shall be completed and the report shall be presented to the Treasurer no later than 90 days following the end of the fiscal year that is being audited.
9. The municipality views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to provide consultation services required on auditing, accounting and other financial management concerns throughout the year.

10. The audit firm shall provide 6 copies of the auditor's report with the financial statements and schedules.
11. The audit firm shall review and update the Town's comprehensive fixed assets listing to be maintained according to GASB and provide depreciation calculations on the fixed asset listing.
12. If applicable the audit firm shall be responsible for all GASB compliance.
13. Indication of how implementation of future GASB Statements will affect the engagement, as well as, staff's readiness to assist in an audit statements incorporating future GASB statements.
14. Perform a single audit in accordance to OMB A-133, if applicable.
15. The final audit report shall include both Municipal and School financial statements, however the school also requires a separate report showing ONLY school activities.

C. Instructions for proposals

One copy of the proposal shall be received no later than 4:00 pm March 8, 2019 at the Acton Town Offices. Proposals will be opened March 12, 2019 at the Selectman's regular scheduled meeting. All proposals shall be in a sealed envelope marked "Audit Proposal" and sent to The Board of Selectmen, 35 H Road, Acton, Maine, 04001.

Your proposal must include the following information at minimum:

1. A brief description of your firm and its municipal experience and a description of the senior personnel to be assigned to the engagement, including their resumes and certification
2. Complete answers to section B in this request.
3. A brief description of the audit procedures to be followed, presented in a form that will aid in evaluating your firm's understanding of local governments and their financial problems.
4. A statement of your demonstrated abilities to act as an advisor and communicate in a clear and concise manner with management.
5. Demonstrated ability to thoroughly explain your reasoning behind requesting/suggesting changes to be made.
6. A listing of all municipalities for whom you audited in the prior fiscal year.
7. Your proposal must indicate the maximum total fee your firm will charge for the requested services, for the School Department and the Municipality separately. Final payment shall become due only after the submission of all required reports.

D. Evaluation

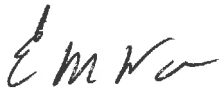
The municipality shall evaluate the proposals on the basis of qualifications, relevant experience, and responsiveness of the bidders, as well as the estimated cost of the engagement. Cost will not be the only determining factor for the award of this proposal.

E. Further Information

The Town reserves the right to reject any and or all proposals. The Town reserves the right to terminate the engagement after completion of any audit year, upon written notice to the firm.

Prior audits are available on the Treasurer's page on the Town website www.actonmaine.org or can be emailed upon request. All questions and requests for information should be directed to the Treasurer, Michelle Rumney via email at treasurer@actonmaine.org or by phone at 207-636-3131 ext 404.

Thank you for your consideration.



Edward Walsh, Chairman

Date: 2/14/19



Kimberly Stacey-Horn

Date: 2/14/19



Elise Miller

Date: 2/14/19