

MINOOKA COMMUNITY HIGH SCHOOL DISTRICT 111

AUDIT SPECIFICATIONS

Request For Proposal for Audit Services

Fiscal Years 2017 Through 2019

Initiation to Submit Proposal

Minooka Community High School District 111 invites Independent Certified Public Accounting firms to submit audit proposals providing audit services for the 2006, 2007, 2008, 2009 and 2010 Fiscal Years. Responses to the RFP must confirm to the presentation format outlined in this packet. All inquiries regarding the Request For Proposal and Minooka Community High School District 111 are to be directed to:

John Troy, Assistant Superintendent of Business & General Counsel
26655 W. Eames, Street
Channahon, IL 60410
Phone: 815-521-4294
Fax: 815-467-9733
Email: jtroy@mchs.net

Schedule and Award of RFP

All proposals must be received at the above address no later than Tuesday, July 17, 2017 at 3:00 PM. Two (2) copies of the completed proposal are required.

A committee of District 111 administrators will review the proposals. The committee will make a recommendation to the Board of Education at the monthly meeting on July 19, 2017. In reviewing the proposals and making the recommendation to the Board of Education, the administrative committee will consider the following:

Fees for Services
Scope of Services
Qualifications
References
Experience in Public Education in Illinois
Additional Information Submitted by Audit Firm

Scope of Audit

The annual audit shall consist of an examination of the individual and combined financial statements conducted in accordance with generally accepted auditing standards. The audit shall include review of accounting procedures and the system of internal accounting control to ensure that there is effective control over revenues, expenditures, assets and liabilities and that there is a proper accounting of resources, liabilities and accounting operations. The audit shall consist of tests of compliance with requirements of the applicable state and federal laws and regulations of material effect on the financial statement. The audit shall be conducted under the applicable guidelines of the Government Accounting Standards Board.

The examination shall be sufficient in scope so as to render an opinion on the fairness of the representations contained in the individual and combined balance sheets and related statements

of revenue and expenditures, and changes in fund equity for the year ended, in accordance with generally accepted accounting principals for state and local governments.

General Audit Information

The proposal for auditing service will be for a three (3) year period to include the school years ending June 30, 2017, June 30, 2018, and June 30, 2019. The proposal shall delineate a cost for service in each of these three years and shall remain firm once such proposal is accepted by the Board of Education. Examinations and exhibits shall be in accordance with the generally accepted auditing standards. The auditing firm will also prepare forms ISBE 50-35 and 60-18 or other forms and attachments for State and, if required, Federal reporting compliance. Costs are to include GASB requirement scheduled for implementation during the terms of the contract and which are scheduled for implantation as of the date of this Request for Proposal.

The annual audit is to include an examination of all funds and account groups of the district. The examination shall be made in accordance with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants. If required, the auditor shall also perform tests of compliance with the Federal Office of Management And Budget, and render a separate opinion on the financial statements and tests of compliance in accordance with OMB regulations.

During the terms of this agreement, representatives from the Audit Firm will be made available to offer advisory services to District 111. Services requested by District 111 beyond the scope of the audit or advisory services are to be billed at the hourly rate as listed in the RFP.

The audit should provide a complete review of accounting practices and internal controls, along with recommendations for improvements.

The District participates in several categorical programs. If the District requires a program audit in any of the categorical programs, the cost of the audit will be negotiated as a separate cost.

The auditor shall prepare:

1. Annual Financial Report consisting of all general purpose financial statements, combining statements and individual fund statements and supplementary schedules consistent with Government Auditing Standards issued by the Comptroller General of the United States, Audits of States, Local Governments And Non-Profit Organizations, and Government Accounting Standards Board.
2. The auditor will provide three (3) preliminary drafts.
3. The auditor will provide Fifteen (15) final bound copies and one (1) master unbound set.
4. The auditor will provide a Management Letter to the Board of Education. The purpose of the letter shall be to provide known recommendations of the auditor which, if implemented, would in the auditor's opinion, increase efficiency and improve internal accounting control as they relate to the business operations essential to Minooka Community High School District 111. All comments and recommendations shall be discussed with, and a draft of the letter provided to the Superintendent, prior to issuance.

5. The auditor shall present the audit at a regularly scheduled meeting of the Minooka Community High School District 111 Board of Education.
6. The auditor shall keep the district apprised of any and all changes in accounting and reporting requirements.
7. The auditor shall serve as a resource and be available for advisory services on accounting and internal control issues throughout the fiscal year.
8. No part of the audit, except for the printing, may be subcontracted.
9. Records of the district shall be audited on site at a space provided by the district. Records shall be returned to the office from which the material was provided.
10. The auditor shall prepare for mailing purposes all documents to the Illinois State Board of Education, the Regional Office of Education, and United States Office of Management and Budget. Mailing purposes is defined as organization of required documents and addressed envelopes.

Non-For Profit

Minooka Community High School District 111 received support from several independent Non-For-Profit Organizations. Specifically we are in the process of organizing an Education Foundation as well as asking our booster organizations to become 501(C) 3 organizations for financial purposes. Included with the scope of this agreement, the audit firm is required at no additional cost to the non-for-profit organization or the District 111, to audit the financial statements of the organizations, to give an opinion of the financial statements and internal controls of the organization, and if necessary to complete all IRS filing requirements.

Qualifications

Proposals will be accepted from firms with demonstrated experience and competency in Illinois Public School District auditing. The minimum qualifications for firms submitting proposals are:

1. The audit shall be conducted under the supervision of a licensed Certified Public Accountant experienced and knowledgeable in Illinois school district auditing. The senior field auditor must have three to five years actual experience in the supervision of a school district audit. The senior field auditor must be on-site during the audit.
2. The firm must provide the names, titles, addresses and phone numbers of at least three school district clients for whom the firm has performed audits within the last two years similar in scope and reporting as required by Minooka Community High School District 111.
3. The firm must have an existing engagement with at least three other school districts.

Qualification and Questionnaire

1. Format of formal audit report (check one):
 Copy of proposed format is attached _____
 Copy of proposed format is identical to specifications _____
2. Fifteen copies of formal audit report will be provided to District 111.
 Yes _____
 No _____
3. Auditing firm will comply with Guide to Auditing and Reporting for Illinois School Districts (latest revisions).
 Yes _____
 No _____
4. Auditing firm is on the approved list maintained by the Illinois State Board of Education.
 Yes _____
 No _____
5. Time table for performing annual audit:
 Audit will commence no later than August 1 following the conclusion of the fiscal year to be audited (July 1 through June 30) or a date accepted by the Director of Business Services.
 Yes _____
 No _____
6. Completed audit, following consultation with District administration on draft audit, presented to Board of Education **no later than October 5, 2017**.
 Yes _____
 No _____
- 7.. Illinois Local Education Agency Financial Report will be completed and delivered to the District 111 business office **no later than September 29, 2017**.
 Yes _____
 No _____
7. Please list as references school districts this firm has audited during for Fiscal Year 2016 (attach pages if necessary).

School District	Address	Contact Person and Phone

Fee For Services and Engagement Letter

We, the undersigned, being a principal with the below-named auditing firm, accept the specifications for auditing services and agree to perform the outlined auditing services for the amount(s) indicated below:

Fiscal Year	Annual General Audit Services	Hourly Consultation Fee
2006-17	\$	\$
2017-18	\$	\$
2018-19	\$	\$

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Representative and Title: _____

Signature: _____ Date: _____

DRUG FREE WORKPLACE

The Illinois *Drug Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.311) applies to this contract and it is necessary to comply with the provisions of the "Act" if the contractor is a corporation, partnership, or other entity (including a sole proprietorship) which has 25 or more employees. By submission of a bid to be considered for award and by execution of the contract in an amount of \$5,000 or more, the contractor certifies that it will provide a drug free work place by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace; specifying the actions that will be taken against employees for violations of such prohibition; and notifying the employee, that, as a condition of employment on such contract the employer shall abide by the terms of the statement, and notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- B. Establishing a drug free awareness program to inform employees about the dangers of drug abuse in the workplace; the contractor's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations.
- C. Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.
- D. Notifying the Department within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of the conviction of an employee for a violation of any criminal drug statute occurring in the workplace.
- E. Imposing or requiring, within thirty (30) days after receiving notice from an employee of a conviction or actual notice of such a conviction, an appropriate personnel action, up to and including termination, or the satisfactory participation in a drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.
- F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G. Making a good faith effort to continue to maintain a drug free workplace.

Bidder or Agent

For _____
Firm or Corporation

General District Information-Minooka Community High School District 111

Fund	Receipts	Expenditures
Education	\$23,287,339	\$24,470,177
Tort	\$1,380,676	\$953,180
Operation & Maintenance	\$3,333,676	\$3,788,415
Bond & Interest	\$9,026,765	\$6,639,070
Transportation	\$1,954,537	\$2,173,151
I.M.R.F. FICA/Medicare	\$892,678	\$853,687
Capital	\$298,070	\$330,689
Working Cash	\$687,993	\$0
Life Safety	\$599,476	\$25,700

Federal Funds received less than \$750,000.00

Minooka Community High School District 111 is located in Grundy County, Illinois and currently consists of two campuses. The South Campus houses students in grades 9-10. The Central Campus houses students in grades 11-12. The current student enrollment is 2750 students. District 111 employs 13 administrators, 155 certified teachers and 121 support staff personnel including instructional aides, custodians, maintenance personnel, clerical staff, and bus drivers. The Fiscal 2006 budgeted payroll is \$17,055,344.

Basis of Accounting

The District maintains its accounting records on the modified cash basis. The District maintains an encumbrance accounting system, under which purchase orders, contracts, and others are paid. All records for the District are maintained internally and electronically using accounting software published by Specialized Data Systems (SDS) by full-time staff members. Employees are part of the Teachers Retirement System or Illinois Municipal Retirement System depending upon their job classification or instructional certification. Financial reports are available in electronic file format.