

COUNTY OF LASALLE RFP
TO PROVIDE AUDIT SERVICES FOR FY 2017, 2018, 2019

The County of LaSalle, Illinois is requesting a sealed Bids for professional audit services for the fiscal years ending November 30, 2017, 2018, and 2019.

BID Submission Instructions

If you wish to be considered for the audit engagement, submit **two (2) originals, twelve (12) copies and one (1) digital (flashdrive/CD)** of your bid, including:

BID broken out for FY 2017, 2018, 2019

References

Please include a list of employees and their education.

Proof of Professional Liability Insurance (Errors and Omissions) coverage with **no less than \$1 Million limit and the standard array of minimum insurance requirements** to accompany the Professional Liability.

Your bid must be received in a sealed package at the LaSalle County Board Office no later than **2:00 pm on October 2, 2017**. Bids will be opened at LaSalle County Finance & Fee Committee meeting at 9:00 am at the Government Complex on 707 E. Etna Road, Ottawa, Illinois room 242 or as soon thereafter as possible on Tuesday **October 3, 2017**.

If you elect to mail your proposal, it should be addressed as follows.

LaSalle County Board Office
Attn: Mr. Doug Trager - Finance Chairman
707 Etna Road, room 245
Ottawa, IL 61350

The County of LaSalle reserves the right to reject any or all Bids submitted

The total payment for the audit is to be billed *after all deliverables including all audit entries and necessary explanatory work papers have been received by the County* and the audit firm has made its oral presentation to the County Board. The County will pay invoices received within fifteen to thirty days after receipt of the invoice. The charges will be invoiced individually for their respective audits (i.e. CAFR, Insurance Trust, E-911, etc.).

If you are interested in discussing this request for services further, or in inspecting our accounting records, please call Jody L. Wilkinson, County Auditor at 815-434-8245 or Tori Artman, Chief Deputy Auditor at 815-434-8222 or come to our office. If you plan to come to our office, please call in advance to be sure that we will be available to help you.

The County is seeking an independent certified public accounting firm to:

- Perform the examination in accordance with Chapter 55 ILCS 5/6-31003 and other applicable provisions of the Illinois Compiled Statutes.
- Audit the County's annual financial statements in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants (AICPA) and the standards stated in AICPA publication Audits of State and Local Governmental Units.
- Perform the examination in accordance with audit standards established by the Comptroller General of the United States as described in the publication titled Standards for Audit of Governmental Organizations, Programs, Activities and Functions that are applicable to the financial and compliance elements of an audit.

- Single Audits of the Circuit Clerk accounts, Insurance Trust, Federal Awards Programs and others as required.

Perform an audit of LaSalle County, Illinois as defined in the compliance supplement provisions of OMB Circular A-133,

Audits of State and Local Governments and Non-Profit Organizations.

Basics of Accounting, General Purpose Financial Statement Preparation and Financial Statement Opinions

The basic financial statements included in the County's financial report will be those required by NCGA Statement 1 to conform with generally accepted accounting principles. Although the County reserves the right to make relatively minor changes, it is intended that the supplementary information and statistical sections of the County's financial report will contain the following statements, schedules and other information.

Supplemental Schedules:

Governmental Funds:

Schedule of Expenditures by Department and Transfers – Budget and Actual – General Fund

Special Revenue Funds:

Combining Balance Sheet – Special Revenue Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits) – Special Revenue Funds

Statement of Revenues, Expenditures and Changes in Fund Balance (Deficit) – Revised Budget and Actual: By Fund

Capital Project Funds:

Combining Balance Sheet – Capital Project Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Capital Project Funds

Fiduciary Funds:

Combining Balance Sheet – Trust and Agency Funds

Expendable Trust Funds:

Combining Balance Sheet – Expenditures and Changes in Fund Balances (Deficit) – Expendable Trust Funds

Agency Funds:

Combining Balance Sheet – Agency Funds

Statement of Cash Receipts and Disbursements:

By Fund

Group of Accounts:

Balance Sheet – General Fixed Assets

Due From/To Other Funds:

Unaudited Statistical Section: to be produced by external auditors

County Board Members

Elected and Non-Elected County Officials

Investment Program

Revenues – Property Taxes

Revenues – Other Than Property Taxes

General Governmental Expenditures by Function Tax Distribution Chart –

Tax Valuation and Extension Chart

Assessed and Estimated True Value of County Taxable Property

Valuation and Tax Extensions

Tax Rates and Tax Levies

Analysis of Operations – Nursing Home Facility

Statement of Legal Debt to Assessed Value

Corporate Purpose Bond's Schedule of Payment

Salaries and Surety Bonds of Principal Officials

Schedule of Insurance in Force

Miscellaneous Statistical Data

Total Number of Employees

It is expected that the auditor will express an unqualified opinion on the fairness of the presentation of the County's general purpose financial statements in conformity with generally accepted accounting principles applies on a basis consistent with that of the preceding year.

Further, it is also expected that the auditor will express an opinion that all combining, individual fund, and account group financial statements and other supporting financial schedules included in the County's comprehensive annual financial report are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole subject to the effect of the general purpose financial statements' opinion qualification on this material. If the audit firm discovers conditions in the course of the examination that will cause it to express some other type of opinion the firm will immediately notify the County Auditor and County Board Chairman of the type of opinion that the firm believes will be necessary and the reason therefore.

Also we would require that the outside auditor be available throughout the engagement to answer general inquiries and offer advice to the county regarding financial matters. As well, we would require that the outside auditor be available throughout each fiscal year to answer general inquiries and offer advice to the county regarding financial matters and that the cost of those inquiries be included in the proposal. Additionally, should the incumbent outside auditor not be awarded the contract for audit services for the subsequent request for proposal, the incumbent outside auditor shall forward their audit template to the successive outside auditor in a timely fashion upon request.

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisory specialists, who would be assigned the the engagement and indicate whether each such person is registered as a certified public accountant in Illinois. The firm also should provide information on government auditing experience of each person. The firm should provide as much information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement. The firm shall also agree to mandatory partner rotation which will enable auditors to take a fresh look at client risk and engagement issues and, therefore, is viewed as increasing auditor independence.

Audit Schedules and Deliverables

The auditors shall submit a list of reports and documents required for their field work and review by January 15, 2018, 2019 and 2020. The County will have accounting records closed and available for audit not later than January 31, 2018, 2019 and 2020. Tentative audit adjustments and Auditor's Management Report comments for all other funds should be reviewed with the internal auditors before the external auditors leave the field. Adjusting journal entries shall be submitted to the County Auditor no later than March 15, 2018, 2019, 2020.

Preliminary drafts of all financial and compliance reports should be made available to the County not later than April 1, 2018, 2019 and 2020. If LaSalle County is required to print the audit, it is to be completed and ready for printing April 15, 2018, 2019 and 2020.

The outside auditor will make their first oral presentation of the County's annual financial report and management report at approximately 1:00pm to the Finance Committee the first Tuesday in April 2018, 2019 and 2020. The second oral report is to be made to the full County Board at the meeting scheduled for the second week in April 2018, 2019, and 2020.

The County will respond to the audit firm's preliminary drafts of the reports within ten working days of their receipt.

The reports and other materials to be delivered to the County, and number thereof, are:

<u>Deliverable</u>	<u>Number of Copies</u>
County's annual financial report, including Auditors' opinion on the financial statements	45
County's financial and compliance report to be submitted to the appropriate cognizant agency, containing all auditor's reports and financial information required by the cognizant agency.	5
Report for State Comptroller	3
Auditor's Management report on internal accounting control and on opportunities to improve operational effectiveness and efficiency that were noted during the audit	5
Auditor's report on statutory, regulatory and contractual compliance	5
Auditor's Adjusting Journal Entries – Entries must include LaSalle County Account numbers	2