

Norfolk Public Schools Request for Proposal



**Auditing Services
For
2023/2024 through 2025/2026 Fiscal Years**

Responses should be addressed to:

**Erik Wilson
Director of Business Services
Norfolk Public Schools
512 Philip Avenue
Norfolk, NE 68701**

To: Interested Parties

From: Erik Wilson, Director of Business Services

Re: School District Audit

Request for Proposals
Auditing Services
Norfolk Public School District
Annual Audit

Enclosed are the specifications and instructions.

Proposals will be received at the Norfolk Public Schools Administration building, 512 Philip Avenue, Norfolk NE 68701 until 10:00 a.m. on Friday May 3rd 2024 at which time the proposals will be opened. You are invited to be present or to be represented. Proposals received after the opening hour will not be considered.

The Board of Education reserves the right to accept or reject any or all proposals, to waive any informality on proposals, and unless specified by the party, to accept or reject any item in the proposal. They do not bind themselves to accept any proposal but will accept the proposal they feel will be in the best interest of the school district.

Parties are requested to sign the proposal form with ink, indicating the name of the company and the title of the officer signing the proposal. Parties should address the envelope in which proposals are submitted to:

Erik Wilson, Director of Business Services
Norfolk Public School District
512 Philip Avenue
Norfolk NE 68701

and plainly endorse same as follows:

School District Audit Proposal

If you have questions, please contact Erik Wilson at 402-644-2500.

Request for Proposal
For
School District Auditor
With Respect to the Financial Records for
Norfolk Public Schools
2023/2024 through 2025/2026 Fiscal Years

Introduction

The Board of Education (“Board”) of the Norfolk Nebraska Public School District (“District”), by way of this request for Proposal, seeks an experienced qualified examiner to provide auditing services to the District in connection with matters relating to the financial records for 2023/2024 through 2025/2026 fiscal years. The Board will consider local firms, national firms or combinations thereof.

This is a three-year proposal, but may be terminated by the Board of Education at any time.

Services Required

The services which the Board believes it may require include, but may not be limited to, the following:

The following definitions and audit requirements shall govern the scope and extent of the examination of school district financial records, and the pattern of the report thereof, as required by Section 79-1089, R.R.S.

I. Definitions. As used in these rules and regulations, unless the context otherwise clearly requires, the following definitions shall prevail.

1. Auditor shall mean a person who has an active permit from the Nebraska State Board of Public Accountancy to engage in the practice of public accounting either as a certified public accountant or as a public accountant who is not directly or indirectly connected with the district board of education. Person shall include a partnership, corporation or other form of organization which has an active permit to engage in the practice of public accounting.
2. Fiscal Year shall mean an annual period which commences on September 1, in one calendar year and ends on August 31, in the following calendar year.
3. School District Finance Records subject to audit shall mean and include records of all funds and transactions of each fund maintained or required to be maintained by school authorities.
4. Financial (Audit) Report shall mean and include the independent auditor’s report and financial statements prepared in conformity with accounting principles

generally accepted in the United States of America or another comprehensive basis of accounting which may include the use of the cash basis of accounting.

II. Audit Requirements. The audit must be conducted in accordance with Auditing Standards Generally Accepted in the United States of America and the standards for financial and compliance audits contained in Government Auditing Standards issued by the Comptroller General of the United States and GASB-34.

1. The financial reports and schedules should include: a report cover, index or table of contents, independent auditors' reports (financial, compliance and internal control), Management's Discussion and Analysis (MD&A), government-wide and fund financial statements (including notes thereto), other required supplementary information (RSI), other supplemental schedules and any additional information as may be required by the Nebraska Revised Statutes and cash basis reporting standards as may be appropriate to the system of accounting. The financial (audit) report shall be on letter-sized pages.

2. The tests for compliance required for the audit shall include those necessary to conform to current Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards. The audit shall include tests for compliance with the calculation of Average Daily Membership reported on the Annual Statistical Summary Report as specified in 92 NAC 2, requirements of the Nebraska Budget Act (commencing with Section 13-501 R.R.S.), and the Tax Equity and Educational Opportunities Support Act (commencing with Section 79-1001 R.R.S.). All compliance deviations related to Average Daily Membership (as specified in 92 NAC 2), the Nebraska Budget Act and the Tax Equity and Educational Opportunities Support Act shall be included in the report on compliance required by Government Auditing Standards or a letter to management (the School District Board of Education).

3. All school districts receiving \$500,000 or more in a fiscal year in federal awards (including the value of commodities, provided by the USDA) are also required to have an audit conducted and reported in accordance with:

- A. The "Single Audit Act".
- B. Office Management and Budget Circular A-133 and A-87.
- C. The American Institute of Certified Public Accountants Audit and Accounting Guide entitled Audits of State and Local Government Units.
- D. Other applicable requirements.

4. The school district shall file with the Commissioner of Education and the State Auditor on or before November 5 a report of the examination and shall incorporate in that report the scope and opinion of the examiner.

5. If a separate management letter is referenced as a part of the Report on the Internal Control and/or the Report of Compliance with laws and regulations it shall be filed as part of the financial (audit) report.

6. Complete the School District Annual Financial Report to be submitted to the State Department of Education on or before November 1 each year of the agreement.
7. Provide consultation services to the School District regarding the application of accounting standards and their reporting.
8. Provide an oral review of the Audit to the Board of Education “Finance and Facility Committee” at their regular meeting held on the second Monday of November each year.
9. Conduct a conference with the Director of Business Services for review of the draft of the proposed audit report and management letter prior to finalization.
10. Provide information regarding the firm’s professional liability coverage.
11. If the above requirements change for any of the three fiscal years included in this proposal, the Board and the Auditor may negotiate the difference to be compensated.

III. Information Requested from the Proposer. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

1. Title Page

Show the RFP subject, the name of the proposer’s firm, local address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the material by section and page number.

3. Approach to the Audit

This should include at least the following points:

- a. Provide an explanation of your role as it relates to possibly becoming our school district auditor. Also include an explanation of services to be included other than those listed above. State that no extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.
- b. Type of audit program used (tailor-made, Standard School District).
- c. Use of statistical sampling.

- d. Tentative schedule for completing audit within specified deadlines of RFP. Submit a work plan to accomplish the required work. The planned use of a specialist should be specified.

4. Fee Estimate

The amount of total compensation that you would require to provide the requested auditing services calculated on an annual basis for each of the three fiscal years. Please detail any additional fees not included as part of the school district audit fee.

IV. Other General Information

The District will not compensate any submitter for the cost of preparing its Statement of Qualifications or for any pre-selection advisory services.

The Board reserves the right to reject any or all submissions. All submissions will be final and may not be changed once received by the District. The Board reserves the right to select the firm or team most responsive to this Request for Proposal or which it otherwise concludes will do the best, most cost-effective job for the District. The District reserves the right to waive minor irregularities in the procedures. The District further reserves the right to reject all proposals and seek new proposals when such procedure is reasonably in the best interest of the district.

It is the sole responsibility of the submitter to ensure that its Statement of Qualifications is received in a timely manner.

To assist prospective audit firms in understanding the extent of the school's activities, attached is a brief explanation of the school's records. (See attachment A). Additional information may be obtained by contacting Erik Wilson, Director of Business Services. Proposers who want additional information or clarification should submit requests in writing only. Responses will be made in writing only and furnished to all parties receiving this request for proposal. A complete audit for fiscal year 2022/2023 and previous fiscal years is available to the public on our district website.

The School district will have completed all year end activities by September 30 each year or other date mutually agreed upon. Exact schedule for on-site audit review will be mutually agreed upon by the audit firm and the Director of Business Services. An on-site audit is requested so that all books and records can remain in our office for daily use.

Proposals will be accepted only from parties that:

1. Are free of all obligations and interests that might conflict with the best interest of Norfolk Public Schools.
2. Have the capacity to provide services on a timely basis.

V. Evaluation of Proposals

Proposals will be evaluated using a predetermined method to ascertain which proposer best meets the needs of the district.

1. The firm's technical experience.
2. The audit team's experience and professional activities.
3. The firm's willingness to provide year-round assistance to the district to assure compliance with appropriate laws and regulations.
4. Fee proposed.

The proposals will be analyzed; a recommendation prepared, with intent of an award being made at the May 13, 2024 Board of Education meeting.

Submission of Proposals

One (1) complete copy of the Proposal, including all requested elements, must be received at the following address by 10:00 a.m. Friday May 3rd 2024.

Erik Wilson
Director of Business Services
Norfolk Public Schools
512 Philip Avenue
Norfolk, NE 68701

Questions

All questions regarding this Request for Proposal should be addressed to the Director of Business Services.

Attachment A

Norfolk Public Schools is located in Madison County with an enrollment of approximately 4,400 students. The school district consists of the City of Norfolk and some rural land surrounding Norfolk. The records are maintained on a cash basis. The following funds are maintained:

1. General Fund
2. Activity Funds
3. Special Building Fund
4. School Lunch Fund
5. Bond Fund
6. Employee Benefit Fund
7. Qualified Capital Purpose Undertaking Fund
8. Depreciation Fund
9. Student Fee Fund
10. Cooperative Fund

The General Fund, Bond Fund, School Lunch Fund, Special Building Fund, Employee Benefit Fund, Qualified Capital Purpose Undertaking Fund, Depreciation Fund, Cooperative Fund and the Student Fee Fund records are generated from a fully integrated, automatic data processing system.

The business office is located at 512 Philip Avenue, Norfolk, NE. Source documents supporting these transactions for payroll, accounts payable and investments are located at the above address.

The 2024/2025 Budgets are:

General Fund	\$76,830,144
Depreciation Fund	\$6,445,290
Employee Benefit Fund	\$228,924
Bond Fund	\$1,123,893
Qualified Capital Purpose Fund	\$2,415,395
Special Building Fund	\$8,277,765
School Lunch Fund	\$4,457,749
Activity Funds	\$1,156,669.73
Student Fee Fund	\$453,497.44
Cooperative Fund	\$1,169,568

The school district receives Federal and State funds in the following programs, but not limited to:

NEBMAC	Nutrition Program
Title	ARP
IDEA	HAL
ESSERs	Early Childhood
Perkins	Early Childhood Endowment
Native American Education	CTE

**Proposal for Audit Services
Norfolk Public Schools
Fiscal Years 2023/2024 through 2025-2026**

Annual Fee

2023/2024	\$ _____
2024/2025	\$ _____
2025/2026	\$ _____

Estimate of number of days for on-sight review _____

Name of Company

Signature

Street Address

Title

City, State, Zip

Area Code: Telephone Number

Fax Number