

**REQUEST FOR PROPOSAL
FOR AUDITING SERVICES
VILLAGE OF NORTH PRAIRIE, WI
FOR YEARS ENDING
DECEMBER 31, 2024, 2025, 2026**

The Village of North Prairie, 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 Village of North Prairie as of January 1, 2024 – State estimated population of 2,100 and a budget for 2024 of approximately \$1.2 million for Village funds.

The current workforce of the Village of North Prairie has 2 full-time employees, 12 part-time, and 5 seasonal employees. The Village of North Prairie is currently using Sage financial software for all accounting.

The most recent audit of the Village was performed in 2024 for the period ending December 31, 2023, by Schumacher Sama from Wauwatosa, Wisconsin.

SCOPE OF WORK

Auditing Standards to be followed: The audit will be in accordance with generally accepted auditing standards as set forth by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants.

Reports to be Issued: The audit shall include an audit of the Village's financial statements. The funds to be included in the audit are: General, Debt Service, and any other funds added during the year.

Overview: Audit is to include tests of the accounting records of the Village and other procedures necessary to express the opinion that the financial statements are fairly presented in conformity with generally accepted accounting principles. A report on the Village'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 Village in advance.

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 Village's attorney may also be necessary. To use judgement 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 Village of any material errors, irregularities or illegal acts, fraud or defalcations, that may exist, and which comes to the auditor's attention.

The preparation of Management Discussion and Analysis (MDA).

Prepare the financial statements and the State Financial Report Form CT for Municipalities. 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.

At the conclusion of the audit a representative of the accounting firm will be expected to meet with the Village Officials for a more detailed report and attend a Board meeting and present a brief report to the Village Board to discuss the findings resulting from the audit.

Offer a total of sixteen hours 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.

Working Paper Retention and Access to Working Papers: All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years unless the firm is notified in writing by the Village of North Prairie of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Village of North Prairie. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Term: The audit will be for a term of three (3) years. (For years ending December 2024, 2025, 2026). In your proposal please provide a breakdown in price for each years' audit for:

- 1) Preparation and filing of the annual Financial Report to Department of Revenue
- 2) Both preparation and Audit of financial statements for the Village – include cost for preparation of MDA.
- 3) Optional hourly cost for support services throughout the year beyond 16 hours allowed at no charge.

Price should include total cost to the Village including travel, audit adjustments, etc.

Billings: Progress billings may be issued as the audit work is in process. Final payment will be made after the work is completed and the report(s) have been presented and accepted by the governing body.

Assistance: The Village will provide the auditor with the physical facilities needed to perform the audit, access to telephone, copying facilities, internet service and fax machine.

AUDIT TIMELINE

Preliminary audit work may be scheduled prior to the end of the year through the Village Administrator/Clerk/Treasurer. Every effort should be made to schedule dates that are mutually convenient to both the audit firm and town personnel.

Necessary year-end work should be outlined in detail and scheduled at the earliest possible date.

Filing and/or completion dates of the various reports are as follows:

- | | |
|---|----------------------|
| a) Auditor Adjusting Entries | As soon as available |
| b) Annual Financial Report for Municipalities (MFR) | March 31 |
| Form CT – may be extended with Administrator/Clerk/Treasurer’s approval | |
| c) Financial Statements | April 30 |
| d) Report on Internal Control | April 30 |
| e) Management Letter | April 30 |
| f) Single Audit Reports | April 30 |

A formal presentation of the audit to be made to the Village Board in June of each year.

PROPOSAL DUE DATE

Proposals are due by 12:00 noon on Monday, February 10, 2025, to the Village Administrator/Clerk/Treasurer.

Eight (8) bound copies and one unbound copy shall be submitted.

Proposals shall include resumes and work experience of the auditors that will be assigned to the Village of North Prairie audit.

Proposals should include at least five (5) municipal references of similar size and complexity to the Village of North Prairie including names and contact information.

Proposals to be mailed or delivered to:

Village of North Prairie
130 N. Harrison Street
North Prairie, WI 53153

Questions may be directed to:

Evelyn A. Etten, Village Administrator/Clerk/Treasurer
262-392-2271
clerk@northprairiewi.gov

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:

- a) Qualifications of Work Team
- b) Firm Resources
- c) References
- d) Price

Proposals submitted will be evaluated by the Village Board and Village Administrator/Clerk/Treasurer and the contract awarded by the Village Board. During the evaluation process, the Village Board reserves the right, where it may serve the Village of North Prairie's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Village Board, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

All proposals must be signed by a representative or official authorized to represent and bind the firm to the proposal.

The Village reserves the right to negotiate the final terms of the agreement.

All preparation costs shall be assumed by the organization submitting proposal.

The Village of North Prairie reserves the right to accept or reject any or all proposals for this service.