

PROPOSALS FOR PROFESSIONAL SERVICES
2012-2013

ACCOUNTING/AUDITING SERVICES

1. Suplee, Clooney & Company
308 East Broad Street
Westfield, NJ 07090

Proposal:

Statutory Audit Fiscal Year 11-12	\$47,125
Preparation of CAFR	<u>3,500</u>
TOTAL	\$50,625

REQUEST FOR PROPOSAL FOR ACCOUNTING/AUDITING SERVICES

The Board of Education of the Township of Union is seeking proposals for accounting and auditing services from firms which have a strong demonstrated experience and ability to handle accounting and auditing functions and related matters for a school district, as assigned by the Board. Professional licensure in good standing and CPA/RMA are required.

Proposals must be in writing and must contain hourly rates for accounting services and a fixed fee for all services specified and disbursements, if any. All fee proposals shall be fixed for one (1) year from the date of award and may not be changed or withdrawn except by permission of the Board. Proposals shall also contain a Certificate of Employee Information Report (AA) and a Business Registration Certificate. Proposals shall be submitted no later than June 8th 2012. Proposals must contain a Curriculum Vitae for all partners who may be assigned to handle assigned matters contemplated by this Request for Proposal. The award shall be made to a vendor whose response is most advantageous to the Board, price and other factors considered.

Proposals will be opened and read aloud in the Board of Education Conference Room at the Administration Building, 2369 Morris Avenue, Union, New Jersey on June 8th, 2012 at 11:00 a.m. Your proposal must be received prior to that date and time.

Any questions or requests for clarification may be submitted to James J. Damato, General Counsel, Union Board of Education, 2369 Morris Avenue, Union, New Jersey 07083; 908-851-6411

SCOPE OF SERVICES

The annual audit shall cover the books, accounts and financial transactions under the auspices of the Superintendent, Business Administrator, Board Secretary, and other related activity accounts.

Our audit of the financial statements, records and other pertinent data of the Township of Union School District would be made in accordance with generally accepted auditing standards, government auditing standards and audit requirements prescribed by the Division of Business and Finance, Department of Education, State of New Jersey and such other auditing procedures as we consider necessary in the circumstances. We will also perform a compliance audit of federal funds and state funds in accordance with the Single Audit Act of 1984, Federal OMB Circular A-133 and State of New Jersey OMB Circular 04-04.

As part of our report, we will include recommendations and comments concerning the internal control and financial activities of the District. Audit findings, if any, will be discussed at an exit conference with us and relevant officials prior to the submission of the final CAFR report to the Board of Education.

PROPOSED FEE

We propose that our fee for the above-mentioned services would be as follows:

- A. Statutory Audit Fiscal Year 2011-2012 -
 Audit of General Fund, Special Revenue Fund, Trust Fund, Capital Fund, Debt Service Fund, Enterprise Funds, General Fixed Assets Account Group, Student Activity, Athletics and all other Funds and Account Groups Under the auspices of the Board of Education, Including Federal and State Programs in accordance with the Single Audit Act of 1986, OMB Circular A-133 and State of New Jersey OMB Circular 04-04, at a fee not to exceed.....\$47,125.00

 - B. Preparation of the CAFR Report and assistance in the conversion of the various financial records in accordance with the reporting requirements of GASB #34 at a fee not to exceed.....3,500.00
- \$50,625.00

Additional services requested by the School District would be mutually agreed upon prior to the commencement of any work and will be billed at our standard hourly rates:

Partner	-	\$150.00-\$175.00
Manager	-	\$115.00
Seven Staff	-	\$ 90.00-\$105.00
Staff Accountant	-	\$ 75.00-\$ 85.00