

Lancaster County Conservation District

RFP for Government Audit Services



RFP released November 8, 2017

Proposals due December 22, 2017

Submit proposal to:

Lancaster County Conservation District
Attention: Gerald Heistand, Business Manager
1383 Arcadia Rd., Room 200
Lancaster, PA 17601

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Request For Proposal

The Lancaster County Conservation District (LCCD) is seeking multi-year proposals (5-year suggested) from companies qualified to conduct governmental/non-profit audits. The choice of company(s) will be determined by the LCCD Board at one of their monthly meetings, based on a recommendation from the LCCD Budget & Finance Committee.

Background

The Lancaster County Conservation District is a quasi-government agency directed by a board of nine volunteer directors (one being an elected County Commissioner). In 1950, the County Commissioners passed a resolution creating a county-wide Soil Conservation District in accordance with the provisions of the Pennsylvania General Assembly Conservation District Law of 1945 (Act 217). The LCCD is not a 501©(3); so it does not file IRS form 990, IRS form 5500 (pension related), or income tax forms. However, we are required to file an audit with the State Conservation Commission by October 1 of each year. LCCD operates on a calendar year, cash basis, with the most recent "single audit" work being from 2014 (a single audit was not required for years 2015 and 2016)

In 2007, the Conservation Foundation of Lancaster County (CFLC) was formed as a 501©(3) to help support the conservation activities undertaken by the LCCD. The mission of the Conservation Foundation of Lancaster County is to promote, support, and sustain the stewardship, education and conservation activities undertaken by the Lancaster County Conservation District and our local partners. The Foundation will consider any bids submitted to do their audit work which would include completing an audit report for calendar year 2017 along with the IRS form 990.

Timeline

Proposals are due in the LCCD office by December 22nd, 2018. Completion of each year's audit shall be done by June 30th of each year, as several grantees request the audit report at that time.

Additional Information

Companies interested in meeting with staff for additional information should contact the Business Manager to set-up a time and date.

Terms

The LCCD would like to retain auditor services from the selected company for up to a period of five years, but reserves the right to pursue another audit company anytime the Board is not satisfied with the audit services provided. If the proposal includes work for the CFLC, it shall have it's own bid page.

After receipt and evaluation of the proposals by the LCCD Budget & Finance Committee, the Committee may request a formal presentation of the proposal.

Expected Services and Proposal shall include:

1. Audit work must be in accordance with Generally Accepted Auditing Standards and Government Auditing Standards as outlined in the memo from the State Conservation Commission (see final page of this RFP)
2. A service fee schedule for completing the basic audit over the next five years (2017 to 2021) along with any fees for additional services (eg. single audit, form 990, other forms, consulting, etc.). Foundation audit fee schedule (if opting to do that work) shall be listed on a separate schedule
3. If requested, the audit company is expected to cover audit details at a regularly scheduled Board meeting
4. The company will be responsible for making the determination of whether a single audit is required each year
5. The audit company will be expected to assist administrative staff with the submission of any required forms related to the audit
6. References to work done that validate a strong working relationship with government/non-profits along with three references (including contact information) is requested

The following items have been placed on the LCCD web site www.lancasterconservation.org, as additional information that may be helpful to prepare a responsible bid:

1. 2016 audit reports for both LCCD and CFLC organizations
2. 2016 CFLC Form 990
3. 2018 CFLC Proposed Budget
4. Most recent Treasurer's Reports as presented to the LCCD Board, November 1, 2017
5. 2016 LCCD Annual Report
6. 2018 LCCD Proposed Budget
7. 2014 LCCD Single Audit

Guidelines for County Conservation District Annual Audits

The following standards, requirements, recommendations, deadlines and sanctions apply to all County Conservation District "Financial Statement" audits required by the State Conservation Commission.

Audit Standards and Requirements

- District audits must include **all** funds received, maintained and expended by the district.
- District audits will be conducted by or under the supervision of a Certified Public Accountant (CPA) and completed in accordance with generally accepted auditing standards and the standards applicable to "Financial Statement" audits contained in the latest revision of *Government Auditing Standards* issued by the Comptroller General of the United States.
- ***On an annual basis, each district will complete an independent audit, separate and apart from any comprehensive countywide audit they may be included in as part of the county structure.***
- A copy of the District audit along with all **findings and management letters** must be submitted by the required deadline to the State Conservation Commission (c/o the DEP Bureau of Conservation and Restoration, Division of Conservation), the County Commissioner's Office and to the County Controller's Office (if one exists).

Additional Recommendations

- Each District is strongly encouraged to have their auditor attend a monthly board meeting to present the findings of the completed audit. Directors are strongly encouraged to take advantage of this opportunity to ask questions of the auditor concerning the audit and its findings. This meeting may also be a good time to have the auditor review some basic fiscal procedures with the board, such as, presenting a review and evaluation of the monthly financial reports. **Directors need to understand the annual audit report and the monthly financial reports that are presented to them.**
- The majority of Districts are using computerized accounting software to help maintain their financial records. If your District is not, the Commission strongly encourages you to consider doing so. Your auditor and or field representative can provide information on software that other Districts are successfully using.

Audit Deadlines and Sanctions

- The Commission deadline for yearly audits is December 31st of the year following the close of the calendar year being audited. For example, audit statements for Calendar Year 2014 are due to the Commission on December 31, 2015. If a District cannot meet the December 31st deadline due to an extenuating circumstance beyond their control they must submit a deadline extension request. **The request must be submitted on District letterhead and include the reason for requesting the extension and the expected audit submission date.** The extension request must be post marked, emailed or faxed to the Commission (c/o the DEP Bureau of Conservation and Restoration, Division of Conservation) by the close of business December 15th. Based on the information provided, Commission staff will act on the request (approve/disapprove). If the December 31st deadline is missed without the District receiving an extension, or the approved extension date expires without the submission of the required audit, the District will forfeit the General Administrative Assistance portion of the Conservation District Fund Allocation Program (CDFAP) for the current fiscal year. The Commission may also withhold all future CDFAP payments until the required audit is submitted, as stated in Section 83.37 of the CDFAP Statement of Policy.
- In addition, a District's obligation to submit an audit consistent with these guidelines continues beyond forfeiture of the general administrative assistance and suspension of payments. Commission staff will continue to track and report unsatisfied obligations for possible additional sanctions as determined by the Commission.