

Request for Proposal of Audit Services

March 30, 2021

Ballard Community School District, hereafter referred to as Ballard, hereby requests proposals from qualified auditing firms interested in auditing the books, records, financial statements and results of operations for the years ended June 30, 2021, 2022 and 2023 with the option of renewals for each of two subsequent years, ending June 2024 and 2025. Attached are requirements to be met by the proposals, criteria to be used (although not all inclusive) for evaluation of the proposals, and general information relating to Ballard to be taken into consideration when preparing the proposals.

Sealed proposals, containing four (4) copies of the proposal, in an envelope clearly marked "Financial Audit Proposal" will be accepted until 4:00 p.m. on Wednesday, April 28, at the Ballard Administration Office, 509 North Main Avenue, Huxley, Iowa. If mailed, the sealed proposals should be clearly marked "Financial Audit Proposal" and mailed sufficiently in advance so as to be received prior to 4:00 p.m. on Wednesday, April 28, 2021. Please address your submissions to:

Jeffery Boeding
Ballard Community School District
509 North Main Avenue
Huxley, Iowa 50124

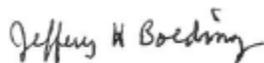
Please note, once opened, the proposals shall become the property of the Ballard Community School District and shall be public records subject to disclosure under state and federal law.

The administration will recommend their selection to the Ballard Board of Directors. The administration may request an oral presentation on the proposal. An award for services is anticipated on May 10, 2021.

Ballard reserves the right to reject any or all proposals and to waive any informalities deemed immaterial when considered in conjunction with the entire proposal.

For further information, I can be reached at 515-597-2811 or jboeding@ballard.k12.ia.us.

Sincerely,



Jeffery Boeding
Director of Business Services and Board Treasurer

Ballard
Request for Proposal
Financial Audit

I. Specific Requirements:

- A. Only proposals received in accordance with the Request for Proposal requirements will be given consideration.
- B. The audit proposal shall cover the period of three (3) years beginning with the 2020-21 (FY21) audit, however, either party shall have the right to terminate said agreement at any time prior to the beginning of any portion of the audit. In addition, please provide fee proposals for the optional renewal years of FY24 and FY25.
- C. Fees quoted in the proposal shall be the maximum charged per hour and in total, and shall be increased only for the following reasons: 1) an expanded audit scope, 2) a change in audit or reporting requirements, or 3) material changes in Ballard's structure. Any change to quoted fees must be mutually agreed to by both parties prior to any service being rendered.
- D. The proposal shall be signed and dated by a duly authorized official of the submitting firm prior to acceptance by Ballard.
- E. Ballard will not accept any liability or cost that may arise out of either the preparation of a proposal or the acceptance or rejection of a proposal.

II. Audit Requirements

- A. The audit shall be performed in accordance with the following:

U.S. generally accepted auditing standards.

The standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

The Single Audit Act Amendments of 1996 and Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.

- B. The audit report shall conform to:

Reporting formats specified by the Auditor of State's office.

AICPA Audit Guides.

Governmental Accounting Standards Board reporting requirements.

The requirements of the Single Audit Act Amendments of 1996 Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable.

- C. The audit report should include a management letter, if appropriate, to include recommendations concerning financial statements, internal control, accounting procedures, electronic data processing financial systems, legality of actions, and any other appropriate matters.
- D. Audit fieldwork shall be scheduled at mutually agreeable dates, typically in early September.
- E. Draft copy of audit will be provided. Audit recommendations will be discussed with the superintendent and/or director of business services before the audit report is finalized and duplicated.
- F. The final audit report shall be completed and twelve (12) bound copies delivered to Ballard before December 1 of each year. In addition, the audit report is to be made available in electronic form.
- G. The auditors shall make themselves available for an oral presentation to the Ballard Board of Directors at the December board meeting or at another mutually agreeable time.
- H. Filing all necessary documents as prescribed by the Office of the State Auditor.

III. Proposal Requirements

- A. A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the firm to be performing the work, the telephone number, and the name of the contact person.
- B. Table of Contents
 - 1. Identify by category and page number the presentation of the following information.
- C. Profile of Firm
 - 1. Brief background of the firm.
 - a. State whether firm is a local or national firm and a brief description of the size of the firm.

- b. State the length of time office has been in existence.
 - c. State whether the firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa.
 2. Information about the audit staff on this engagement:
 - a. Name, address and phone number for the individual(s) who would have primary responsibility for the audit.
 - b. Current size of office audit staff by level (number of partners, managers, etc.)
 - c. Number of CPAs in "b" above
 - d. Longevity (years employed) of audit staff who participate in governmental audits.
 - e. Any other pertinent information.
- D. Qualifications
 1. Describe recent auditing experience with K-12 public school districts, area education agencies, and other similar entities.
 2. A list of or number of local office professionals with governmental auditing experience listed in C2 above, who might be on the audit team.
 3. Background, including resumes, of individual who will have primary responsibility for the audit.
 - a. Auditing and non-auditing experience.
 - b. Recent auditing experience involving entities listed in D1 above.
 - c. Recent in-charge experience.
- E. Scope of Services
 1. List all schedules that you expect Ballard to prepare for the audit work.
 2. Indicate a proposed time schedule for completing the auditing services.
 3. Include approximate dates you would perform field work, office view, and report preparation.
 4. Describe the kind of Ballard manpower and approximate the amount of time required by Ballard personnel to assist in field audit work.
 5. Briefly explain your understanding of the scope of services to be provided.
- F. Fees
 1. Estimated total hours and estimated hours for each staff level.
 2. Hourly rate by staff level.
 3. Estimated out of pocket expenses.
 4. Total maximum fee and out-of-pocket expenses not to be exceeded.
 5. Billing process.
- G. Assurances
 1. Written statement that all proposal requirements have been reviewed and that they can or will be met.
 2. Statement to be signed by the individual who will have primary responsibility for the audit.

IV. Evaluation Criteria

The proposals will be evaluated by the Ballard administrative staff according to, but not limited to the following criteria. The Ballard administrative staff may determine additional criteria and will make the recommendation to the Board of Directors.

A. Qualifications

1. Successful relevant public education auditing experience of the proposed audit team.
2. Successful relevant other governmental experience of the proposed audit team.
3. Qualifications of the audit team.
4. Organizational structure and size of the firm.
5. Level of effort, understanding of the work and timetable to complete the audit.

B. Cost

1. Overall cost of the audit including any out-of-pocket expenses.
2. Amount of Ballard manpower required to assist with audit work.

C. Perceived understanding of Ballard

D. Adherence to proposal requests

E. Rights reserved

Ballard reserves the right to request any additional information, which might be deemed necessary after reviewing the information submitted. Ballard also reserves the right to reject any or all proposals or to accept proposals, either in whole or part, or to waive any irregularities or technicalities in any proposal, should it deem it to be in the best interest of Ballard to do so. Any proposal submitted will be binding for sixty (60) days beyond the bid opening and may not be modified, withdrawn, or canceled during that time period.

F. Non-Discrimination

The contractor shall abide by non-discriminatory practices in hiring, recruitment, placement, selection for training, promotion and compensation. The contract and its subcontractors must insure that applicants for employment and employees are not discriminated against on the basis of race, color, creed, religion, national origin, age, disability, sex, gender identity and/or expression, genetics, pregnancy, military or veteran status, sexual orientation, gender identity and/or expression, parental, family or marital status.

V. Ballard Background

Ballard School District is located approximately 30 miles north of Des Moines and 15 miles south of Ames. It encompasses less than 85 square miles and the four towns of Cambridge, Huxley, Kelley and Slater make up the community of Ballard. There is very little industry located within these towns and they serve as bedroom communities with residents commuting to larger surrounding towns for employment and post-secondary education. The entire population of the District is less than 7700 residents.

The Ballard School District serves approximately 1,700 students. These students are housed in two elementary centers, West Elementary (EK-2nd) located in Slater, and East Elementary (3rd-5th) located in Cambridge. Students in grades 6th-8th are located in Ballard Middle School in Huxley and 9th-12th students are at Ballard High School in Huxley.

Budgetary control is maintained over Ballard through the process prescribed in Chapters 273 and 442 of the Code of Iowa. Ballard's Board of Directors as well as the Iowa Department of Education approves Ballard's budget that is funded primarily from property tax and state aid.

The financial accounting data processing is done through the use of School Accounting System software from Software Unlimited. This financial software includes the general ledger, payroll, and accounts payable. Financial accounting is done on a modified accrual basis in accordance with Generally Accepted Accounting Principles.

VI. Audit Report

- A. Ballard staff works together with the auditors to prepare the MD&A, governmental and Ballard-wide financial statements, Required Supplemental Information, footnotes to the financial statements, and the schedule of Federal Financial Assistance.
- B. To review prior years' audit reports and management letters, please contact Jeffery Boeding at jboeding@ballard.k12.ia.us or 515-597-2811.