



**CITY OF DARDENNE PRAIRIE,  
MISSOURI REQUEST FOR  
PROPOSAL  
FOR  
FINANCIAL AUDITING SERVICES**

**January 24, 2023**

**SUBMISSION DEADLINE: 2:00 P.M.**

**FEBRUARY 10<sup>th</sup>, 2023**

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## 1. INTRODUCTION

### A. GENERAL STATEMENT

The City of Dardenne Prairie (City) is soliciting proposals from qualified firms of certified public accountants for audit and financial services for fiscal years starting January 1 and ending December 31, 2022, 2023, 2024, 2025, and 2026. The audits are to be performed in accordance with auditing standards generally accepted in the United States and the provisions of the OMB Uniform Guidance. The City may choose to use the selected firm for other accounting or professional services. A copy of the City's December 31, 2021 Independent Auditors' Report and Financial Statements may be accessed on the City's website at [www.dardenneprairie.org](http://www.dardenneprairie.org). The Annual Independent Auditors' Report and Financial Statements must be released to the Missouri State Auditor and bond trustees by June 30th following the end of each fiscal year.

### B. BACKGROUND

The City of Dardenne Prairie was incorporated in 1981. The City is a fourth-class city and operates under a Mayor/Council form of government. The governing body is comprised of a mayor and six member Board of Aldermen who appoint a City Administrator who is responsible for the day-to-day operations of the City. The City provides police services (via contract w/ St. Charles County), judicial, public works, parks and recreation, planning and development, and general administrative services.

The City's fund structure is as follows:

<b>Fund Type</b>	<b>Individual Funds</b>
General Fund	1
Special Revenue Funds	1
Debt Service Funds	1
Capital Improvement Fund	1
Parks & Stormwater Fund	1
Transportation Sales Tax	1
ARPA Fund	1

City's population is estimated at 12,743 according to the 2020 U.S. Bureau of Census Report. The City employs approximately 10 full time and 2 Part-Time employees.

The City is fiscally conservative and financially sound. The FY 2023 ending fund balance is projected to be approximately \$9,589,787.88.

The City has one retirement plan, the Missouri Local Government Employees Retirement System (LAGERS) for full time employees.

The City's major sources of revenue include sales, personal and real property taxes; licenses and permits; municipal court fines and forfeitures; and charges for services.

**Audit field work must be performed after this time such that the Annual Independent Auditor's Report is complete by May 31st. The report will then be presented to the Board of Aldermen prior to being released to the Missouri State Auditor.** Staff will provide all records and/or data required to complete the audit firm's report on an efficient and timely basis.

The City's financial records are maintained via Quickbooks accounting software. The city's bi-weekly payroll is processed through Sure Payroll.

## **II. SCOPE OF SERVICES**

### **A. OBJECTIVES**

The successful audit firm will be asked to render an opinion on the financial statements of the City. In addition to the funds mentioned previously, the City also has 2 outstanding long-term debt issuances, and accounts for capital assets in accordance with United States generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The FY 2023 projected city revenues are \$6,447,013 and expenditures projected at \$7,573,262 with capital projects.

The term of this contract will be for three (3) years with an option for two (2) one-year extensions. This option will be considered in the final year of the original contract. The audit shall include the following:

All tests and examinations necessary for an informed opinion of the financial statements:

- Assistance in making adjustments to the financial statements to year-end modified cash basis used by the city and as might apply to the various funds and as further described in the American Institute of Certified Public Accountants publication entitled "Industry Audit Guide - - Audits of State and Local Governmental Units" and the OMB Circular A-133 where applicable.
- Performance of a Single Audit, if necessary;
- Preparation of all information required to complete the Independent Auditor's Report, including all typing, printing and binding;
- Completion of the audit and all reports in a timely manner prior to May 31st of the following calendar year; and,
- Assistance in implementing new GASB statements and other financial pronouncements and providing ongoing, professional consultation.
- Review of employee payroll, including contributions to retirement plans.
- Review of invoices and permits.

- Employee Benefit Review
- If extraordinary circumstances warrant an expansion of audit fieldwork, a contract addendum, agreeable to both the City and the audit firm, must be completed prior to the performance of the work. Otherwise, the audit firm agrees to perform the necessary steps in order to express an opinion and provide the required financial statements and reports noted within this proposal at costs not to exceed the amount listed in the proposal.

## B. DELIVERABLES

The provider of audit services will provide the following:

- Thirty (15) bound copies and a clear, searchable electronic copy of the Independent Auditor's Report to be used on the City's website. The City shall retain the right to make additional copies as it deems necessary and appropriate;
- All necessary forms and documentation for OMB Uniform Guidance certification;
- Presentation of the Annual Independent Auditor's Report to the Mayor, City Administrator, and City Clerk/Treasurer, and separately to the Board of Aldermen at a Board of Aldermen meeting;
- A draft Management Letter to the Mayor and Board of Aldermen, containing any recommendations for the improvement of organizational effectiveness, internal controls and/or accounting controls to be reviewed with the City Administrator and City Treasurer prior to finalization; and,
- Discussion of the Management Letter with the Mayor and Board of Aldermen at an executive session or open meeting, in accordance with State law.

## III. PROPOSAL CONTENT REQUIREMENTS FOR AUDIT SERVICES

To simplify the review process and to obtain the maximum degree of comparability, this portion of the proposal must follow the outline as set below and, at a minimum, contain the required information. Additional relevant information is encouraged. All proposals must be submitted in the following format and include all of the required information.

Proposal Requirements:

- A. Describe firm's approach to conducting the audit examination, including an understanding of the scope of the services to be provided and the reports and documents required. The proposal should indicate the approximate date the audit will begin and end (including any preliminary fieldwork), with assurance that the firm can comply with the time requirements to conduct audit field work per the requirements in this RFP and finalize the audit report to be distributed by May 31<sup>st</sup>. Proposal should also include a copy of the firm's most current peer review report.
- B. Describe the governmental experience of the firm including the specific details regarding experience in the preparation of Annual Independent Auditor's Reports.

- C. Provide a list of at least three municipal government references where the firm has conducted an audit in the past thirty-six (36) months. This list should indicate the names and contact information of finance officials in these municipalities.
- D. Provide information regarding the staffing of the audit and report preparation including the experience of the individuals who will be assigned to the engagement. This should also include each individual's relevant experience in auditing municipalities and preparing Independent Audit Reports. Also include information as to the annual training plan of the firm related to governmental audits.
- E. The city requires a firm, fixed fee for the audit services listed below.
  - a. Annual Independent Audit and Single Audit, if needed, for the year ending December 31, 2022.
  - b. Annual Independent Audit and Single Audit, if needed, for the year ending December 31, 2023.
  - c. Annual Independent Audit and Single Audit, if needed, for the year ending December 31, 2024.
- F. All questions regarding this proposal shall be submitted in writing to the City Treasurer listed below. Questions received may be answered in writing and, if necessary, sent to all those invited to respond and those who are listed as having obtained a Request for Proposal.

**Kimberlie Clark**  
**City Clerk / Treasurer**  
**City of Dardenne Prairie**  
**2032 Hanley Rd**  
**Dardenne Prairie, MO 63368**  
**Email: [cityclerk@dardenneprairie.org](mailto:cityclerk@dardenneprairie.org)**

The original and three (3) copies of the completed proposal must be received **no later than 2:00 p.m. on Friday, February 10<sup>th</sup>, 2023**

The sealed proposals shall be clearly labeled "Audit Services Proposal" and shall be submitted to the City Clerk listed below. ***Proposals will not be accepted electronically.***

City Clerk  
City of Dardenne Prairie  
2032 Hanley Rd.  
Dardenne Prairie, MO 63368

#### IV. SELECTION CRITERIA

The procurement process for these services will be based upon the qualifications of the firm. The award of a contract will be made to the firm offering a response which the City believes best meets its needs. Each respondent will be evaluated on the basis of the following criteria:

- A. Experience of the firm in similar scopes of services;
- B. Qualifications and experience of the key individuals to be assigned to the City's audit;
- C. Ability to complete the audit in a timely manner; and,
- D. Costs.

#### V. OTHER CONSIDERATIONS

- A. Conflict Of Interest: Firms making proposals should indicate that neither they nor their employees currently have, nor will they have, any conflict of interest between themselves and the City. Any perceived or potential conflict of interest must be disclosed in the proposal.
- B. Rights Reserved by the City: The City reserves the right to reject any and all proposals in whole or in part, and to negotiate separately as necessary to serve the best interests of the City. The City also reserves the right to waive any irregularities and omissions if, in its judgment, the best interest of the City is served. Proposals must remain valid for forty-five (45) days from submission date.
- C. Payment: Payment for services rendered will be based upon receipt of an itemized invoice(s) from the audit firm.
- D. Ownership: All proposals and reports become the property of the City upon submission, for use as deemed appropriate. Work papers must be available for reference and reproduction by the City for a period of three years from submission of the reports. Copies of adjusting entries including related work papers and trial balance, if applicable, will be provided to the City upon completion of the audits.
- E. Confidentiality: All proposals will be kept in confidence by the City. The invitees and subsequently selected audit firm may not issue news releases or other public notification regarding this project without prior approval from the City.
- F. Expense of Proposal: Neither the distribution of this RFP nor acceptance of any response should be construed as creating a contractual obligation between the City of Dardenne Prairie and any audit firm. The City of Dardenne Prairie does not authorize and will not be responsible for any expense or charges associated with providing a response to this Request for Proposal.
- G. Approval and Notification of Award: A staff recommendation will be made to the Mayor and Board of Aldermen for final approval. Notification of award will be made by the City Administrator and proposers not accepted will be notified in writing. The selected firm will be required to enter into a contract with the City, to be approved by the City Administrator.

## VI. PROPOSED SCHEDULE OF COMPENSATION

**Audit Services  
FY 2022-2024  
City of Dardenne Prairie, Missouri**

**Name of Firm:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

<b>Year</b>	<b>Maximum Audit Fees- includes Audit and Annual Comprehensive Financial Report</b>	<b>Maximum Single Audit Fees</b>	<b>Maximum Total Audit Fees</b>
<b>2022</b>			
<b>2023</b>			
<b>2024</b>			

## VI. PROJECTED TIME SCHEDULE

The projected time schedule is provided below:

Proposals received by City of Dardenne Prairie – until February 10<sup>th</sup>, 2023

Recommendations to Board of Aldermen – February 15<sup>th</sup>, 2023

Notification of selected Company – Week ending February 17<sup>th</sup>, 2023

Interim work begins – Immediately upon award

Fieldwork completed – May 31, 2023

Early June Audit completed, and Annual Comprehensive Financial Report prepared and delivered to the City of Dardenne Prairie. City will schedule Company presentation of management letter and audit opinion to Board of Alderman.