

Region 10 Technical High School  
68 Church Road  
Brunswick, Maine 04011  
Phone: 207-729-6622 Fax: 207-721-0907

Request For Proposals  
For Annual Financial and Compliance Audit

Region 10 Technical High School invites proposals for an audit of its financial records. Information and audit requirements are available from Region 10 Technical High School, 68 Church Road Brunswick, ME 04011 or by calling 207-729-6622 ext. 114. **Sealed proposals marked “Audit Proposals” are due by 1:00 p.m. on August 12, 2022** at Region 10 Technical High School, 68 Church Road Brunswick, ME 04011.

## PROPOSAL INFORMATION

### A. Administrative Information

1. Region 10 system is composed of students attending schools from Brunswick, MSAD 75 and RSU 5.  
It has a student enrollment of 313 with 31 staff members. The current annual budget for the district is \$3,482,656. All financial records are located in the Business Office in Brunswick.
2. Schedule of funds to be audited.
  - a. Government Fund Types
    - General
    - Special Revenue
    - Capital Projects – If Any –
  - b. Proprietary Fund
    - Enterprise
  - c. Fiduciary Funds
    - Student Activities
    - Trusts
  - d. Account Groups
    - General Fixed Asset
    - General Long Term Debt
  - e. Source of Revenues
    - Local Assessment
    - State Subsidy
    - Interest Income and Refunds
    - Tuition
    - Miscellaneous
    - State and Federal Projects (listing with estimated expenditures)
    - Special Projects
    - School Activities
  - f. Sub recipients of federal funds passed through from the school system.
3. Description of Accounting Records
  - a. Region 10 follows the State of Maine Handbook, Financial Accounting

Classifications and standard Terminology for Local and State School Systems.

- b. The accounting records of Region 10 are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity/retained earnings, revenues, and expenditures, or expenses as appropriate. The modified accrual basis of accounting is followed by the governmental funds, expendable trust funds, and agency funds.

4. Description of Computer System

- a. The accounting functions are performed by:

Sybill Brewer, Business Manager

- b. The District uses Tyler Technologies-ProFund

5. Name of Contact Person

- a. The contact person for this audit will be Sybill Brewer, Business Manager. Sybill may be contacted at 207-729-6622 ext. 114.

6. Period to be audited

- a. The period to be audited will be July 1, through June 30 for the fiscal years ending June 30, 2022.

7. Term of Contract

- a. The term of contract will run from July 1, 2022 through June 30, 2024, which includes the years ending June 30 2022. 2023 and 2024.

8. Availability of Prior Audit Report (FY2021)

- a. Electronic or hard copy available upon request

## **B. Work and Reporting Requirements**

### 1. Auditing Standards to be followed.

All audit work will follow generally accepted governmental auditing standards and those found in Title 20-A, Section 6051 of the Maine Revised Statute Annotated and the 1988 revision of the Governmental Auditing Standards issued by the United States General Accounting Office. The provisions of the Single Audit Act of 1984 and the provisions of OMB Circular A-128, Audits of State and Local Governments shall apply.

### 2. Extent of Assistance from Region 10 Technical High School

The Business Office is normally open Monday through Friday 8:00 a.m.- 4:00 p.m. A work area will be provided in the small conference room within the main office. The successful bidder may expect assistance from the school staff identified in A. 4 to provide material to include:

- a. A copy of year end trial balance.
- b. Details of any account balances.
- c. Type bank confirmations, as needed.
- d. Pull any requested invoices.

### 3. Specific Scope of Audit Work to be Performed.

#### a. Financial Audit

1. The audit will consist of an examination of the combined financial statements of the various fund and account groups of the school district as listed in section A.2 of the request for proposal. The auditor will review, test and evaluate the school district's significant internal control systems to the extent necessary to render an opinion. The auditor will examine such information as is necessary to allow the auditor to render an opinion on the financial statements.
2. The auditor will render an opinion as to whether the financial statements are fairly stated in accordance with generally accepted accounting principles and explain any exceptions.
3. The auditor will issue a letter to management setting forth an identified material weaknesses in internal controls and propose methods of correcting such weaknesses, if practicable.
4. The auditor will assist the district in maintenance of GASB 34.

#### b. Compliance Audit

1. The auditor shall perform a compliance audit of the school districts financial assistance programs, in accordance with the provisions of the Single Audit Act of 1984 and the provisions of OMB Circular A-128, Audits of State and Local Governments. The auditor shall render an opinion on the schedule of federal financial assistance and on the internal accounting and administrative controls at the general purpose financial statements level and federal financial assistance program level, and on compliance at the general purpose financial statements level and the federal assistance program level.

c. Number of types of reports required.

The school system will require 12 bound reports that will contain, as a minimum, the following information:

1. Management letter.
2. Financial/compliance report.
  - a. Balance Sheet – All Fund Types and Account Groups.
  - b. Combined Statement of Revenues, Expenditures, and Changes in Fund.
  - c. Statement of Revenues, Expenditures and Changes in Fund Balances– Budget and Actual – General Fund.
  - d. Statement of Revenues, Expenditures and Changes in Fund Balances – Special Revenue Fund.
  - e. Statement of Revenues, Expenditures and Changes in Fund Balance – Enterprise Fund.
  - f. Summary of Significant Accounting Policies and Notes to the Financial Statements.
  - g. Schedule of Agreement Operations.
  - h. Budget, Assessment and Valuation.
  - i. Student Activity Accounts, Schedule of Revenues and Expenditures.
  - j. Schedule of Federal and State Financial Assistance.
  - k. Any statements/schedules necessary to comply with GASB 34.
5. Exit Conference Requirements.
  - a. Provide information in response to questions from the district about the audit scope or procedure.
  - b. Explain any departure from GAAP.
  - c. Discuss any errors or irregularities that were observed.
  - d. Discuss questioned costs relating to federal financial assistance.
  - e. Provide any recommendations to improve the accounting procedures or the financial operations of the school system.
  - f. Provide beginning balances for the new fiscal year.

**C. Time Requirements.**

1. The district will provide for audit review by September 15 of each year, or as mutually agreed upon with the possibility of a few days of pre-audit in May to go over any requirements for the Audit and to obtain a list of invoices, checks and purchase orders to be pulled and ready for the audit.

2. Dates for Completing.

a. The final report will be delivered to the Superintendent of Schools by December 1 of each year for the previous fiscal year.

3. Date of Contract Award

Proposals will be publicly opened and read at 1:00 p.m. on August 12, 2022 at the Region 10 Technical High School, 68 Church Road, Brunswick ME 04011. The Cooperative Board of Directors most likely will award the contract on August 22, 2022.

4. Working Paper Retention Requirements.

All working papers related to this audit shall be retained by the auditors for a period of three years. The school system or its representatives shall have access to those papers at a mutually convenient time. All requests for review of the working papers shall be honored within 10 working days of such request.

5. Accounting records and reports may be reviewed by contacting  
Sybill Brewer, Business Manager  
207-729-6622 ext. 114.

D. Proposal Information.

1. Evaluation Criteria.

- a. Prior relevant governmental auditing experience of the firm, including experience auditing entities of similar size and scope as Region 10.
- b. Reputation of the firm. Include, in this section, information on your firm's participation in quality control reviews.
- c. Qualification and experience of the personnel that probably will be assigned to the audit team. Include in this section, information on your staff's participation in continuing professional education in government accounting and auditing during the past two years.
- d. Ability to schedule the audit within the established time lines.
- e. Fee

2. The Region 10 Cooperative Board of Directors reserves the right to accept or reject any or all proposals. **The award will not necessarily be based on the lowest bid submitted.**

### 3. Proposed Format.

- a. State the firm's understanding of work to be done.
- b. Make a commitment to perform the work within the time specified.
- c. Include any comments or exceptions to the requirements of the invitation.
- d. Provide an all-inclusive maximum fee which shall be charged for the audit separated by each fiscal year.
- e. Include the name, address and phone number of the firm and the contact person.
- f. Have an authorized representative of the firm sign the proposal.
- g. Provide a profile of your firm, to include the location of the office from which the work will be done, number and position of professional staff and range of activities performed by staff in the office that will do this audit.
- h. Identify the individuals who will likely be assigned the audit. Describe their qualifications and experience. Resumes may be submitted in lieu of this description.
- i. Provide the names of all school systems and governmental agencies for whom the firm has conducted financial audits during the past five years.

### **E. Contractual Information:**

1. Recourse in the event of poor quality work or contract violations.

The school system reserves the right in cases of poor quality work or contract violations to:

- a. Have the area in question corrected.
  - b. Report the situation to the Maine Board of Accountancy.
  - c. Withhold a prorated portion of the payment until the area in question has been corrected.
  - d. Refer the report to the State Department of Education.
2. Provision of equal employment opportunity. A contract in excess of \$10,000 shall contain a provision for EEO.
  3. Proposed provision for termination of contract.
  4. The audit firm will not be reimbursed for any travel per driver, photo copying, telephone bills or other related expenses of the audit unless incurred at the specific request of the school system.
  5. Payment will be made upon completion and acceptance of the audit report or on other terms acceptable to the school system.
  6. The audit firm will notify the school system of any anticipated cost overruns as soon as they become known.