
**REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES**

**City of Landfall Village
County of Washington
State of Minnesota**

October 16, 2024

GENERAL INFORMATION

The City of Landfall Village is a Statutory City Plan A form of government. The Mayor and City Council are elected at-large for 4 year overlapping terms. The City Council sets the policies and procedures for the city and the City Administrator is appointed by the Mayor and City Council to carry out those policies and procedures. Landfall Village also has a Housing and Redevelopment Authority (HRA) to oversee the management and operations of Landfall Park Terrace, the manufactured home park which encompasses the City of Landfall Village. The HRA Board consists of 5 commissioners (also serve as members of the City Council). The City is located in Washington County, nestled on the South side of the City of Oakdale, directly North of Interstate 94 and East of the 3M Campus. The City has an estimated population of 843.

Fund financials statements of the City and HRA are prepared using the regulatory basis of accounting as described in the Minnesota Office of the State Auditor's reporting and Publishing Requirements for Cities under 2,500 in population published in 2016. The City follows the basis of financial reporting provisions of the Minnesota Office of the State Auditor, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The City prepares its budget on a basis consistent with these provisions.

The City of Landfall Village is requesting proposals from qualified certified public accounting firms to prepare and audit its financial statements for the fiscal years ending December 31, 2024, 2025, and 2026. These activities are to be performed in accordance with the provisions contained in this request for proposals. It is further anticipated that the firm shall provide audit accounting adjustment notations as needed, and advice as to procedural changes for the betterment of the financial record keeping of the City. Proposals must be received no later than 12:00 p.m. on Friday, November 15, 2024. Proposals received after the above date and time may not be considered.

Please submit 1 original and 6 copies of the Proposals to:

Stuart Bonniwell, City Finance Officer
City of Landfall Village
One 4th Avenue
Landfall Village, MN 55128

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Landfall Village shall not be liable for any losses incurred by any responders throughout this process.

It is anticipated the selection of the firm will be considered by the City Council at their regularly scheduled meeting on November 18, 2024 in the City of Landfall Village Council Chambers, One 4th Avenue, Landfall Village, MN 55128.

Following the award of the audit contract, no subcontracting will be allowed without the express written consent of the City.

SCOPE OF SERVICES

A. Auditing Standards To Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the provisions of the Single Audit Act and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The Audit also shall be performed in accordance with the Minnesota Legal Compliance Audit Guide for Local Governments and Minnesota Statutes.

B. Reports to Be Issued

The auditor shall issue the following reports at the completion of the audit:

1. Issue an opinion letter on the City's basic financial statements in conformity with accounting principals generally accepted in the United States of America.
2. Issue a report on the consideration of the City's internal controls over financial reporting.
3. Issue a report on compliance with applicable laws and regulations.
4. Communicate in a letter to management any reportable conditions found during the audit.
5. If a single audit is needed, issue an auditor's report on the internal control over compliance for major federal programs, an opinion on compliance with requirements applicable to each major federal program, and a summary of auditor's results and a schedule of findings and questioned costs, if any, required by OMB.
6. Present opinions, procedures and overview of the City's financial condition to the City Council.

The auditor shall perform the following non-audit services:

1. Propose journal entries necessary to present the financial statements in accordance with the regulatory basis of accounting.
2. Assist with the drafting of the City's financial statements in accordance with the regulatory basis of accounting.
3. Assist with the preparation of the City Financial Reporting Form.

C. Presentation

The auditor shall make a separate presentation to the City Council upon completion of the audit.

The auditor shall inform the City Clerk/Treasurer of each of the following:

1. The auditor’s responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

The auditor shall provide recommendations for the improvement of financial management and condition of the city.

The auditor shall provide an electronic copy along with ten (10) paper copies of the complete audit and management letter.

DESCRIPTION OF THE ORGANIZATION

A. Contact

The auditor’s principal contact with the City of Landfall Village will be Stuart Bonniwell, City Finance Officer; Scott Hildebrand, City Administrator, or a designated representative, who will coordinate assistance to be provided by the City to the auditor.

B. Fund Structure

The City uses the following fund types in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Funds Active in 2024</u>
General Fund	One
Special Revenue Funds	Two: HRA and Community Improvement
Enterprise Funds	Two: Water and Sewer
Capital Projects	One
Debt Service.....	None

C. Schedule for 2024 Financial Audit

The City will have all records ready for audit and all management personnel available to meet with the firm’s personnel at a date that is mutually convenient. Each of the following should be completed by the auditor no later than the dates indicated.

1. Detailed Audit Plan – The auditor shall provide by December 20, 2024, to the City both a detailed audit plan and a list of all schedules to be prepared by the City.
2. Fieldwork – It is anticipated the auditor will be able to commence fieldwork after February 3, 2025 and have completed all fieldwork by February 14, 2025. The fieldwork date may be mutually agreed upon and can take place in-person, remotely, or a combination of the two.

3. Date Final Report is Due – All reports are due to the Finance Officer one week prior to the City Council meeting, tentatively scheduled for March 17, 2025.

The auditor shall make at least one senior staff member available for an evening meeting to present reports and findings at a City Council Meeting (March 17, 2025). The State Financial Reporting Form is due to be submitted by March 31, 2025.

D. Other

Financial records are available on request.

ASSISTANCE TO BE PROVIDED

The City Finance Officer will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmation letters will be a joint effort between the City and the auditor.

CONTENT OF PROPOSAL

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.

Proposals shall contain the following information:

Title Page

Name of audit firm, local address, phone number, name and title of contact person, and the period for which the proposal is effective.

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Transmittal Letter

Briefly stating the vendor's understanding of the work to be done, timetable for completion of the work, staff to be assigned to the City of Landfall Village, and a statement why the firm believes it to be best qualified to perform the engagement.

General Information

Firm qualifications and experience

An affirmative statement that the firm is independent of the City of Landfall Village

Firm is properly licensed to practice in the State of Minnesota

Name and qualifications of staff to be assigned to the audit, including resumes listing relevant experience and continuing education

List of references (names and telephone numbers) of local governments which the firm has audited and the year audited.

Fees

Indicate the annual cost for a 3-year engagement and fee structure for work outside the audit engagement.

INQUIRIES

Prospective service providers may submit questions by mail, e-mail, or telephone to:

Stuart Bonniwell, City Finance Officer
City of Landfall Village
One 4th Avenue
Landfall Village, MN 55128
Tel: 651-739-4123
E-Mail: sbonniwell@cityoflandfallmn.com

APPENDIX A

PROPOSER GUARANTEES AND WARRANTIES

1. The proposer certifies it can and will provide, as a minimum, all services set forth in the proposal.
2. Proposer warrants that it does not have any conflicts of interest with the City of Landfall, its management staff, or its elected officials.
3. Proposer warrants that the firm and all assigned key professional staff are properly licensed to practice in the State of Minnesota.
4. Proposer warrants that it is willing to and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
5. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Landfall.
6. Proposer warrants that all the information provided in connection with this proposal is true and accurate.

Signature of Official: _____

Name (printed/typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

<u>Fiscal Year</u> <u>Ending December 31</u>	<u>Total All-Inclusive</u> <u>Maximum Price</u>
2024	\$ _____
2025	\$ _____
2026	\$ _____
2027	\$ _____
2028	\$ _____
Total	\$ _____