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Finance & Administrative Clerk
Amber E. Englebach
Zoning & Historic Resource Coordinator
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Mayor and Council of Galena
101 S. Main Street, Galena, Maryland 21635
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REQUEST FOR PROPOSAL: 2025-02
INDEPENDENT AUDIT SERVICES
SEALED BID DEADLINE: JUNE 30, 2025, AT 4:00 PM

INTRODUCTION

The Mayor and Council of Galena, Maryland ("Town") is soliciting the services of qualified public accounting firms to audit its financial statements ("Auditor"). The audit is to be performed in accordance with the provisions contained in this request for proposal.

SCOPE OF WORK

The Town desires Auditor to audit and express an opinion on the fair presentation of its basic financial statements and compliance reports in conformity with generally accepted accounting principles. Auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. Auditor's report shall meet the requirements of AU-Section 700 of the AICPA Codification (Forming an Opinion and Reporting on Financial Standards).

AUDITING STANDARDS

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards, as established by the American Institute of Certified Public Accountants (AICPA), the standards for financial audits set forth in the U.S. Government Accountability Office's Generally Accepted Government Auditing Standards, and the State of Maryland's audit requirements enumerated in Local Government Article, Sections 16-305 and 16-306 of the Annotated Code of Maryland. If applicable, the audit should be conducted in accordance with the provisions of the Single Audit Act and U.S. Office of Management and Budget Circular A-133.

All certified public accountants shall comply with the provisions of the Maryland Public Accountancy Act as codified in the Business Occupations and Professions Article, Title 2

of the Annotated Code of Maryland. This section of the law generally requires that individuals practicing certified public accountancy in the State shall be licensed by the State Board of Public Accountancy, and accounting firms operating a business through which certified public accountancy is practiced generally shall hold a permit issued by the Board.

TERMS

The proposal for audit services will be for the fiscal year ending June 30, 2025. The Town may request extending this agreement for succeeding years following satisfactory delivery of services specified in the contract and engagement letter. The Town does not have mandatory auditor rotation policies.

DESCRIPTION OF GOVERNMENT

The Town's population is approximately 539. The Town was incorporated in 1858 and operates under the Mayor-Council form of government. The Town has 3 full-time employees with a payroll total of approximately \$188,902.00. The Mayor and Council are elected positions. The Town currently has three General Fund Accounts and seven Enterprise Fund Accounts. The FY 23/24 financial statements can be found on the Town's website at <https://ecode360.com/GA3097/documents/Budgets> along with several previous year's budgets. The Town has one office location at 101 S. Main Street, Galena, MD 21635. The Town uses QuickBooks to record and report all financial transactions. The Town uses Sentryx to read water meters; billing is electrically generated thru QuickBooks.

REPORT & WORKPAPER PREPARATION

Auditor will prepare the following: perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants; report on the fair presentation of the financial statements in conformity with generally accepted accounting principles; report on internal control over financial reporting, compliance, and other matters based on an audit of the financial statements performed in accordance with Government Auditing Standards; report on the internal control structure based on the Auditor's understanding of the control structure and assessment of control risk; prepare an immediate, written report of all irregularities and illegal acts, or indications of illegal acts of which they become aware to the Finance Clerk and Mayor; prepare annual financial statements, notes, supplemental information and UFR; and provide an electronic version of the financial statements and required reports.

The Town will prepare the following reports and schedules: year-end adjusting entries; fixed asset schedule; trial balance for all funds; budget reports for all funds; schedule of

budget amendments; bank reconciliations; accounts payable ledgers; accounts receivables ledgers; salary documentation, 941 reports, annual payroll reports; year-end audit for operations and maintenance expenses for the waste water treatment plant, approved meeting minutes, adopted Resolutions, and contracts entered into during the fiscal year; and anything else deemed necessary for the completion of the annual audit.

SUBMITTAL INFORMATION

A sealed bid envelope must contain Request for Proposal, and any additional information deemed necessary. It shall include a dated transmittal letter to include the name address, email, and phone number of the contact person for the firm. The Town will not be responsible for expenses incurred in preparing and submitting proposal. Request for Proposal must demonstrate the professional qualifications and experience of the firm and the particular staff to be assigned to this engagement and its technical understanding of the work to be performed.

FINANCIAL

The successful bidder shall prepare and file, with the Finance Clerk, an invoice to cover services rendered. Payment terms shall be net thirty (30) days.

TERMINATION

If Auditor fails to fulfill its obligation under future contract properly and on time or otherwise violates any provision of future contract, the Town may terminate the contract by written notice to the Auditor within ten (10) days of notification.

The successful bidder is expected to perform all tasks contained in the Scope of Work provision herein for the full contract period. Auditor may not assign, delegate, or subcontract any work out to any other person or entity without the express written consent of the Town in advance.

In the event that the successful bidder's business is sold or transferred, the Town maintains the right to hold the original owner solely liable. The new owner is required to honor the terms of the contract. However, the town has the right to accept or reject the services offered by the new owner.

INQUIRIES OR CONCERNS

Direct questions related to this Request for Proposal should be directed to the Finance & Administrative Clerk, Marisa Pisapia, at mpisapia@townofgalena.com or (410) 648-5151

ext. 303.

PROPOSAL FORMAT

The Proposal shall be submitted in a **sealed envelope**, along with the attached questionnaire to be completed by bidder. Physical envelopes must be delivered, either by hand or via 1st Class Mail, to 101 S. Main Street, Galena, MD 21635. Electronic envelopes are permitted and must be sent to the attention of the Town Finance & Administrative Clerk mpisapia@townofgalena.com with a subject of: **Request for Proposal – AUDIT**.

BID TIMELINE

Bid Submittal Deadline: The town will not accept any bid proposals received after the date/time stated herein. The proposal shall be delivered **no later than Monday, June 30, 2025, at 4:00 PM to either of the following:**

1st Class Mail:

Town of Galena
Attn: Marisa Pisapia
101 S. Main Street
Galena, MD 21635

Electronic Mail:

mpisapia@townofgalena.com
Attn: Marisa Pisapia
Subject: Request for Proposal – AUDIT

Bid Opening: Sealed Bids will be opened at Town Hall, located at 101 S. Main Street, on Tuesday, July 1, 2025, at 10:00 AM.

Acceptance of Proposal: The Town shall accept all bid proposals that are submitted properly. However, the Town reserves the right to request clarifications or corrections to proposals which shall be in writing. Said requests shall not alter the bidder's pricing information contained in its proposal.

Rejection of Proposal: The Mayor & Council of the Town of Galena reserve the right to accept or reject any or all bids.

Bid Review/Award: The Mayor and Council will review all bids on Monday, July 14, 2025, at Town Hall, located at 101 S. Main Street, at 7:00 PM during the monthly Mayor & Council Meeting.

Acceptance and Rejection Letter: Notification letters will be sent within ten (10) days of the bid award. Auditor shall provide contract for work upon receipt of bid award letter.