



PRESQUE ISLE DISTRICT LIBRARY

Request for Proposal Financial and Compliance Audit

Purpose

The Presque Isle District Library (PIDL) is requesting proposals for a certified public accounting firm who is qualified under State law and regulations to perform primary financial and compliance audit services for the District Library. The final audit will be in accordance with the requirements of the laws and/or requirements of the State of Michigan.

Scope

The audit will examine the financial statements and records of all funds and account groups of the District Library for the fiscal year ending after December 31st of each year. This includes the financial records for the Presque Isle District Library Foundation and filing an 8879-TE IRS Tax Exempt Entity form.

Type of Audit

The audit will be a financial and compliance audit and will be conducted in accordance with generally accepted audit standards adopted by the American Institute of Certified Public Accountants, the standards adopted by the Comptroller of the Treasury of the United States and those prescribed by the State of Michigan. The audit must include requirements as stipulated in the current GASB.

General Requirements

1. The auditor shall submit to the Board of Trustees of the Presque Isle District Library a report of the audit. This report shall contain an expression of opinions on the financial statements, combined and individual fund statements, opinions that said statements are fairly represented, opinions as to certain funds or items in the financial statements and/or a disclaimer of opinions and the reasons therefore.
2. Ten (10) printed copies of the report will be furnished the PIDL Board. A word searchable PDF copy will be supplied to the PIDL Director. A copy will be filed by the auditing firm with the State of Michigan Treasury as per Treasury standards.
3. The audit shall begin after February 15th each year and the reports shall be submitted prior to December 31st each year. In no case shall the audit be completed more than four (4) months after the end of the fiscal year.
4. Pertinent data and working papers generated by the auditing firm shall be available for three years after completion of the audit.



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5. In the event that circumstances arise during the audit that require work to be performed above the original contract amount, such cost will be negotiated prior to commencement of the work.
6. An audit exit conference with the Library Director and the Chairman of the Board of Trustees will be conducted with a preliminary draft of the proposed audit to answer questions and receive input for the final draft.
7. Presentation of recommendations for improving internal controls and financial management practices and/or other areas for improvement.
8. The District Library shall have closed and balanced all accounts and shall have prepared financial statements for all funds to be examined by the auditor.
9. All fiscal year records of the District Library may be removed for the purpose of the auditing process. Records must be returned to the District Library upon completion of the fiscal year final audit.
10. All adjusting entries will be submitted to the District Library in writing with sufficient explanation so that they can be easily understood and properly posted to the financial records.
11. Financial audit must conform to current GASB reporting requirements.
12. In the case of onsite review of financial information the review will be supervised by a licensed CPA.
13. Final payment will be made within 30 days after the final acceptance of the audit report and receipt of invoice.

Selection Process

The Library Director and PIDL Board will evaluate all proposal that are received by the deadline and will make the final selection. The Board of Trustees may request an interview with prospective firms prior to their decision.

The Library Director will notify the candidates after the Board of Trustees have made their decision.

Proposal Format

The proposal shall be styled at the discretion of the submitter. However, at a minimum it must address these areas:

1. A history of the firm and governmental auditing experience.
2. Organization size and structure of the firm, including contact information.
3. A list of references from other libraries, school districts, or governmental unites currently being audited by the firm and/or whose audited has been completed in the last 12 months.
4. Qualifications of staff to be assigned to the work, including education, position in firm and years and types of experience.



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5. Availability of the auditor to the District Library for specialized consultation and support assistance on sensitive or highly specialized issues.
6. Indicate how many days is estimated for fieldwork.
7. The audit fee must be quoted either as a fixed amount or rate per hour, with total estimated hours. If the latter method is used, a maximum amount must be stated for budgetary purposes. Any estimated incidental expenses, such as travel and supplies, will be included.
8. A statement regarding willingness to enter into a multi-year contract and any associated cost adjustments over time or discounts should be included.
9. A sample audit from a similarly sized government organization.

Submittal Information

Proposals shall be submitted no later than October 27th, 2023 at 5:00 pm to:

Amber Alexander
Library Director
Presque Isle District Library
181 East Erie Street
Rogers City, MI 49779

Bids may also be sent via email to the Library Director at director@pidl.org.

Additional information regarding the proposal, District Library funds, accounting documents and the District Library's record keeping process can contact the library by email or phone at 989.734.2477.

Terms and Conditions

Presque Isle District Library reserves the right to reject any or all proposals, to waive technicalities or informalities, and to accept any proposal to be in the best interest of the District Library.

Presque Isle District Library shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.

Presque Isle District Library is exempt from all taxes and is an Equal Opportunity Employer.



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Background Information

The Presque Isle District Library is a Class IV library through the Library of Michigan. The service area population is 14,332 of Presque Isle County which includes two contractual townships in Cheboygan County: Forest and Waverly. There are 5 branch locations: Grand Lake, Millersburg, Onaway, Posen and Rogers City. An annex location for programming that is owned and operated by the District Library is the Rogers Theater.

There is a seven (7) member Board of Trustees who are appointed by the branch locations governmental bodies: Case Township, City of Onaway, Village of Posen, Presque Isle County, Presque Isle Township, and City of Rogers City.

The District Library has 25 employees which include salaried, full-time hourly and part-time hourly.

The District Library does not contract with a bookkeeping service; all bookkeeping is in-house utilizing QuickBooks software.

The District Library maintains a General Fund at Huron State Bank and MI Class for the general operations accounts for wages, benefits, operational costs, materials purchases, etc. There is no Debt Service Fund. There are (7) funds set-up at the Community Foundation of Northeast Michigan (CFNEM). The total operating budget for Presque Isle District Library <\$1,030,000.

Checking Account – 1 – Huron State Bank
General Investment Account – 1 – MI Class
CD Contingency Fund – 1 – Huron State Bank
Investment Contingency Fund – 1 – MI Class Edge

Payroll services are direct deposit utilizing QuickBooks software. Payroll frequency is bi-weekly.

The District Library is funded primarily through property taxes (20 year millage at 1 mill, passed all townships in 2020, ending in 2040), state aid, penal fines (including just the penal fines of the townships: Forest and Waverly), grants, and donations.

The District Library leases space at the Rogers Theater to the Rogers City Community Theatre at an annual rental rate of <\$10,900. In addition, the Rogers Theater operates a concession area for film and plays. The Rogers Theater also sells tickets to show up and coming films that are booked through an outside booking firm. The District Library contracts with Swank Movie Licensing to show films through donations.