

Osage County R-1 School

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LYLE BEST
Superintendent
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February 1, 2023

To Whom It May Concern:

The Osage Co. R-I School District, Chamois, Missouri, invites you to submit a proposal for consideration in the selection of a firm to serve as independent auditors for the district.

The District is soliciting bids for a one-year term. This will be renewable annually for three (3) years if the annual assessment of performance proves satisfactory.

The District utilizes the SUI system for its accounting and payroll. Encumbrance accounting is used by the District. The District utilized a format for financial statements prepared on a cash basis.

All systems, records and procedures comply with Missouri Statutes and policies, rules and regulations of the Osage Co. R-I School District. Internal auditing is accomplished by monthly reconciliation.

Enclosed are instructions for bidders. Please contact this office for additional information.

Sincerely,

Lyle Best
Superintendent, Osage Co. R-I

GENERAL CONDITIONS

All bids must be clearly marked on the envelope as “Auditor Services Bid”. All bids must be submitted no than 11:00 a.m., Wednesday, April 5, 2023. All Sealed bids should be mailed to:

Osage Co. R-I School District
614 S. Poplar
Chamois, MO 65024
ATTN: Lyle Best

There will be a review of the submitted bids by the Board of Education on April 12, 2023. The Board reserves the right to reject all bids or any portion of any bid.

The annual audit entails a sampling audit of the District financial, transportation, attendance, food service and federal and state program records. The audit will review and test the District’s system of internal accounting control and the system of administrative control over compliance with federal laws and regulations to the extent considered necessary by the auditor as required by GAO standards for audit of governmental organizations, programs, activities and functions; the GAC guidelines for financial and compliance audits of federally assisted programs; and compliance supplements approved by OMB supplements. The audit conforms to all Missouri State Statutes requirements of the Department of Elementary and Secondary Education and the Missouri Society of CPA’s School Audit Manual. The firm must be a certified public accounting, properly licensed to practice in the state of Missouri.

- A. The scheduling of the annual audit will be arranged between the accounting firm and the Central office staff. A draft copy of the audit must be presented to the Superintendent for inspection. Also, the annual Secretary of the Board report shall be reviewed before August 15 of each year. A presentation of the final audit to the Board of Education will be required at a regular Board of Education meeting in October through December, depending upon the applicable submission deadline of the State of Missouri. At that time, an exit and audit interpretation conference shall be held. Ten copies of the completed audit and management letter shall be submitted to the Superintendent by October 1 of each year. The District will also accept final audit in digital form.
- B. The District will provide information and cooperate with the auditor, but all clerical services required will be performed by the auditing firm.
- C. Financial statements should include, but not be limited to, a statement of:
 - 1. Assets and fund balances;
 - 2. Cash receipts, disbursement and change in fund balances;
 - 3. Cash receipts, disbursement and fund balance with budget comparison by incidental fund, teacher fund, debts service fund and building fund.

- D. Reports of examination of financial statements must:
1. State the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards;
 2. Include an opinion as to whether the statement conforms to generally accepted accounting principals.
- E. Reports of compliance examinations must include a statement that the examination was conducted in accordance with applicable auditing standards. The audit report must state whether the examination disclosed instance of significant non-compliance with laws and regulations.
- F. A management letter is required and should include a statement of audit findings and recommendations affecting the financial statements, internal control, accounting, accounting systems, procedures and management practices of the District and any other material matter.
- G. H. Any other observations and/or comments deemed necessary by the auditors will be welcome.
- H. The completed "Schedule of Selected Statistics" as required by the State Department of Education shall be included in the audit.
- I. A statement of the auditor's responsibility for the detection of fraud is also required.
- J. Required support data to be submitted with the bid:
1. Professional qualifications.
 2. List (or partial listing) of school districts now serving or served in the past.
- K. Bid price: A firm bid price is requested with no allowance for contingencies.
- L. The Osage Co. R-I School District Federal Programs include, but not limited to, the following:
1. IDEA, Part B
 2. National School Breakfast, Lunch & Milk Programs.
 3. Title I
 4. Title II
 5. Title IV
 6. Title VI B REAP
 7. ESSER Funds
 8. Summer Food Service
- M. Support in the preparation of the "Management Discussion and Analysis" (clarification of figures and data).

BIDDER MUST RESPOND TO THE FOLLOWING STATEMENTS

- Responsibilities of the proposer clearly stating their understanding of the work to be performed.
- Cost. Although a significant factor, cost will not be the dominant factor. Cost will be particularly important when all the other evaluation criteria are relatively equal.
- Technical experience of the firm and number of school audits performed annually.
- Experience and professional activities of the audit team.

- Size and structure of firm.
- Briefly describe your firm's quality control policies and procedures. State whether or not those policies and procedures are subjected to the professional's "peer review" program to provide for an independent review of their effectiveness.

The Osage Co. R-I School District reserves the right to reject any and all proposals submitted and to request additional information from proposers. Any award will be made to the firm, with, in the opinion of the District, is best qualified.