



PROFILE

The Flagg-Rochelle Community Park District was formed as it's known today in 1966. As a township park district, a separate government from Flagg Township itself, the Flagg-Rochelle Community Park District serves the people living within Flagg Township, which includes most of residents of the City of Rochelle, all of the people who reside in Flagg Center, as well as rural residents in Flagg Township outside of the municipalities.

Currently the Flagg-Rochelle Community Park District serves a population of 13,276, contains 17 parks within 497 acres of land, 3 indoor facilities including the 91,000 ft² REC Center, a seasonal, outdoor pool and splashpad with 7 full-time employees, 3 permanent part-time, and over 50 seasonal employees operating within a \$3 million budget.

CONTACT

PHONE:
(815) 562-7813

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www.RochelleParkDistrict.org

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jthompson@rochelleparkdistrict.org

FLAGG-ROCHELLE COMMUNITY PARK DISTRICT

802 Jones Road | Rochelle, IL 61068

REQUEST FOR PROPOSAL: AUDITING SERVICES

Submission Deadline: November, 1, 2024

Point of contact: Jan Thompson

OUR MISSION

The Flagg-Rochelle Community Park District shall develop and maintain a responsive, efficient, and creative parks and recreation system for all citizens, composed of a variety of services, park areas, and facilities contributing to the well-being of the individuals, family, the attractiveness of the neighborhood, and the socio-economic health of the community.

**REQUEST FOR PROPOSAL
AUDITING SERVICES
FOR
FLAGG-ROCHELLE COMMUNITY PARK DISTRICT**

Flagg-Rochelle Community Park District invites independent Certified Public Accounting firms licensed in the State of Illinois to submit proposals for auditing services for the years ending April 30, 2025, April 30, 2026 and April 30, 2027.

REQUEST FOR PROPOSAL SCHEDULE

- Deadline for Submission: November 1, 2024 at 12:00 P.M.
- Park Board Approval: November 18, 2024

All inquiries regarding this proposal should be made in writing to:

Jan Thompson
802 Jones Road
Rochelle, IL 61068
815-562-7813
Jthompson@rochelleparkdistrict.org

SCOPE OF AUDIT

The Flagg-Rochelle Community Park District is requesting an audit of the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, schedules and statistical tables as of and for the years ending April 30, 2025, April 30, 2026 and April 30, 2027. Previous financial statements can be provided. All audits shall be made by independent auditors in accordance with U.S. generally accepted auditing standards, Government Auditing Standards and the Municipal Auditing Law.

All audit work must be performed by audit staff of the proposing firm; no audit work is to be performed by subcontractors.

The Audit document shall be prepared in both hard copy, bound format and in searchable PDF format (saved from MS Word as a .pdf document, not scanned) to be supplied electronically.

SERVICES REQUIRED

The auditor shall prepare the following reports:

- Annual Audit Report consistent with prior year.
- Supplementary schedules consistent with prior year report.
- Annual Federal Financial Compliance Section Report (Single Audit) consistent with prior year's report, if applicable.
- Management letter for the Park District.
- All additional reports, as may be required to be submitted, to any other state or federal regulatory agency.

The audit firm will be available to answer questions as they arise.

Tentative drafts of all reports shall be submitted to the Executive Director/Business Manager prior to final preparation. A meeting shall be held to review these tentative drafts within ten days after their receipt. The final audit reports shall be completed by August 15, 2025 (for fiscal year 2025 audit), August 15, 2026 (for fiscal year 2026 audit) and August 15, 2027 (for fiscal year 2027 audit) unless by mutual agreement a later date is determined.

The auditor shall be required to prepare and submit a management letter in connection with the audit. The purpose of the letter shall be to make known recommendations of the auditor, which if implemented, would in the auditor's opinion, increase efficiency, improve internal accounting control and assist in effective accounting procedures.

Audit work papers shall remain in the custody of the auditor; however, the Executive Director/Supt. of Finance and succeeding independent auditors shall be given access to audit work papers and shall have the right to copy such work papers pertaining to audits for the fiscal years 2025, 2026 and 2027 for a period of up to 5 years after the audits have been completed.

Following the completion of the audit, the firm will be available to meet with the Park Board for review of the audit and the management letter. Board meetings are usually at 6:30 P.M. on the third Monday of each month. The review of the audit report is typically conducted at the first July Park Board Meeting.

QUALIFICATIONS

Proposals will be accepted from firms with demonstrated experience and competency in municipal auditing. The minimum qualifications for firms submitting proposals are:

- The audit shall be conducted under the supervision of a licensed Certified Public Accountant experienced and knowledgeable in Illinois municipal auditing. The senior field auditor must have three to five years of actual experience in supervising a municipal audit. Senior field auditor must be on site during audit.

- The firm must have demonstrated efforts to keep its staff current in the industry and in governmental organizations by active participation in such organizations.
- The firm must be members of the AICPA, the AICPA's Governmental Audit Quality Center, and the Illinois CPA Society.
- The firm must meet the continuing professional education requirements of *Government Auditing Standards*.
- The firm must provide a copy of its most recent peer review report.
- The auditor does not have a record of substandard work. The proposal must disclose any enforcement action to which the firm has been subject during the past three years or which is in progress.
- The firm must provide the names, titles, addresses, and phone numbers of **at least 5 Park District or municipal clients** for whom the firm has performed audits within the last 2 years **similar in scope and reporting as those required by the Park District.**
- The firm must have existing engagements with at least 5 Illinois government agencies.

ASSISTANCE AVAILABLE TO PROPOSERS

Flagg-Rochelle Community Park District has an excellent staff, as well as the staff of Wipfli LLP in Dixon, that will be invaluable to the selected firm. In past years, The Park District has presented the auditor with a general ledger that is reconciled on a monthly basis and is in balance. Invoices and all schedules will be readily available and in a format that will be conducive to accomplishing a thorough and efficient audit.

Lauterbach & Amen was engaged to perform the Park District's annual audit for the years ended April 30, 2022, 2023, 2024. The prior audit work papers will be available for inspection to the selected firm.

The Park District and Wipfli closes and balances all accounts at year-end. The Park District's accounting system is operated on a fund basis using the cash basis of accounting. Copies of trial balances and assistance from Wipfli staff will be available to the selected firm.

EVALUATION OF PROPOSALS

The proposals will be reviewed and evaluated by the Finance Committee and the Executive Director. The top candidates may be invited to participate in oral interviews. The proposals will be evaluated on the following criteria:

- Understanding of the audit engagement

- Accessibility and ability to respond to District needs in a timely manner
- Acceptability of audit approach
- References of firm
- Qualifications and technical experience of firm in Illinois municipal audits
- Qualifications of assigned individuals in Illinois municipal audits
- Audit schedule
- Fees

Firms submitting proposals will be informed of the Park District’s selection on November 18, 2024 provided the Park Board acts on the audit selection at its scheduled Board Meeting.

The Park District reserves the right to reject any and all proposals submitted, and to ask for more details or further clarification of any proposal, and select the proposal that best meets the needs of the Park District.

PROPOSAL FORMAT

Responses to the RFP must contain the following:

Title Page:

Include the firm’s name, address, and name and telephone/fax number of contact person.

Letter of Transmittal:

Briefly state your understanding of the work to be done and make a positive commitment to perform the work within the time period specified. State the names of the person(s) who will be authorized to make representations for the firm, their titles, addresses and phone numbers.

Scope and Timing of Proposed Services:

Express understanding of the scope and timing of the work to be performed as well as the reports to be delivered and the Park District’s requested timing of delivery of the reports. Provide the level of assurance your firm is proposing with respect to the Auditor’s Opinions.

Profile of the Firm:

Provide an overview of your firm, size, location and experience of the firm. State whether or not the firm is independent from the Park District.

Provide the firm’s license number to practice in the State of Illinois.

State whether the firm and its proposed audit staff meet the continuing professional education requirements of the General Accountability Office’s *Government Auditing Standards*.

Express whether or not the firm or its partners or shareholders have been subject to any disciplinary action of the State of Illinois, the Illinois CPA Society or the AICPA. Disclose any enforcement action to which the firm has been subject to during the last three years or which are currently in progress.

Describe the firm's external quality review process and results and provide a copy of the firm's most recent Peer Review Report.

Approach:

Describe the firm's approach, including risk management, for the audit services.

Express agreement to meet the requirement of the engagement as stated in the Scope of Audit and Services Required sections of these guidelines. Provide descriptions of the audit approach, and illustrations of the procedures to be employed.

Provide a tentative schedule for performing key phases of the audit and estimated number of hours for each level of staff necessary to complete each phase of the audit.

Summary of Firm's Qualifications:

Describe the firm's experience, reputation and skills to provide the services requested. Identify the supervisory level personnel who will work on the proposed services, including staff from other than the local office. Resumes for each supervisory person to be assigned to the audit should be included.

Describe the firm's staffing approach to provide quality service and continuity of personnel.

Provide results from client surveys for last three years.

Provide a list of Cities or Park Districts that are similar in scope and reporting for which the firm has provided similar service. Please provide a list of clients who may be contacted for references.

FEES

The proposal shall contain a maximum fee for each fiscal year in accordance with the detailed description of services required. Firms have the flexibility to propose whatever method of compensation that would be to the best mutual benefit of the Park District and the firm. An equitable adjustment in the proposed fee shall be negotiated if the cost or the time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the Park District or provisions to the effect that in the event disclosures in the audit indicate extraordinary circumstances which warrant more intensive and detailed services, the firm shall provide all pertinent facts relative to the extraordinary circumstances together with the firm's estimate of the cost of additional services to the Park District . The fee proposal is for a three year proposal.

Three Year Quote:

	FY 2025	FY 2026	FY 2027
Audit Total	\$	\$	\$

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Two (2) copies of the proposal are to be provided.

Sealed proposals must be submitted no later than November 1, 2024 at 12:00 P.M. to:

Flagg-Rochelle Community Park District
Attn: Jan Thompson
802 Jones Road
Rochelle, IL 61068
(815) 562-7813

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