

HARNEY COUNTY SD# 4 AND HARNEY COUNTY SD# UH1J

General Information

Crane School District #4

Location: Crane Schools in the District: 1

Student Count: Approx. 163 Board Members: 5

Overall 2020-21 Budget: \$13,293,625

Funds: General Funds, Special Funds, Capital Funds, Student Body Funds

Crane Union High School District #UH1J

Location: Crane Schools in the District: 1

Student Count: Approx. 83 Board Members: 5

Overall 2020-21 Budget: \$13,105,883

Funds: General Funds, Special Funds, Capital Funds, Student Body Funds,
Scholarship Funds

Accounting System

The accounting and financial reporting of the General Fund is on a modified accrual basis. The Districts follow the prescribed procedure of the State of Oregon in the preparation and adoption of the annual budget. The Districts use Infinite Visions Software.

Student Accounting System

Both Districts use School Master for the student accounting.

PROPOSAL PRELIMINARIES

Request for Proposals

Harney County SD#4 and Harney County SD#UH1J are seeking a qualified independent certified public accounting firm to perform the annual audit for the financial statements for our districts. The Districts under one contract for one to three years beginning with the fiscal year ending June 30, 2022. Sealed proposals will be accepted through 8:00 am on January 31, 2022. If a proposal is emailed to me, I will print it and put it in an envelope until January 31st. Questions and clarifications of the proposal specifications may be directed to:

Cori Wright, Business Manager

wrightc@harneyesd.k12.or.us

% Harney County ESD

25 Fairview Heights Loop

Burns, Oregon 97720

(541) 573-4823

Purposes and Intent

The Districts are evaluating our auditing needs in terms of service and cost. The purpose and intent of this process is to obtain high quality auditing services at a competitive price, in a timely and efficient manner.

Proposal Request

The District is requesting proposals from qualified firms of Certified Public Accountants to perform the annual financial audit of the Harney County SD#4 and Harney County SD#UH1J's Annual Financial Report in accordance with the generally accepted auditing standards for purposes of rendering an opinion as to the fairness of presentation of these statements. The audit shall also be required to satisfy the provision of Federal OMB Circular A-133 "Audits of State and Local Governments". Qualified firms must be included on the roster of authorized municipal accountants maintained by the State Board of Accountancy under ORS 297-670.

Period of Contract

The selected auditing firm shall be designated as the District auditor for an initial one-year term commencing with the 2021-2022 Fiscal Year. The contract shall contain an optional annual renewal clause which may be used in the two following years, thereby providing for three years of auditing services. The contract may be canceled at the end of each annual period upon written notice by April 1st of that fiscal year. The Districts reserve the right to extend the contract beyond the original three year period, negotiating each year separately as to price and work performed.

Terms and Conditions

The Districts reserve the right to reject any irregularities or informalities in any proposal or to accept or reject any or all proposals. In the event that a contract is not executed within forty-five (45) days after the award has been made, the District may give notice to said firm of the District's intent to award the contract to the next best proposal, or to call for new proposals.

Schedule of Request for Proposal Events

Date of Advertisement November 30, 2021
Proposal Due Date/Opening of Proposals January 31, 2022, 8:00 am
Board Award of Contract February 22, 2022

NATURE OF SERVICES REQUIRED

All audits must be prepared in conformance with the financial reporting standards applicable to governmental entities as adopted and issued by the Governmental Accounting Standards Board. In addition, the audits must be performed in accordance with generally accepted standards as promulgated by the American Institute of Certified Public Accountants, and accordingly, include financial and compliance matters contained

in the Oregon Administrative Rules and all applicable State and Federal Regulations. The audits must also be performed in accordance with the provision of the following as they pertain to financial and compliance audits:

- Standards for Audit of Governmental Organizations, Programs, Activities and Functions
- Guidelines for Financial Compliance Audits of Federally Assisted Programs
- Any official pronouncements impacting municipal accounting and financial reports
- GASB regulations

The Districts expect the selected auditing firm to issue an unmodified opinion on the District's financial statements. If, during the performance of the audits, the auditing firm concludes that an unmodified opinion cannot be issued, the auditing firm must promptly notify the Business Manager in writing stating all matters which preclude the issuance of an unmodified opinion.

The audit process will include written recommendations made to management which address any findings, observations, opinions, or comments relating to internal controls, financial systems, compliance or other matters that come to the attention of the auditors during examination. This management letter shall be provided in draft form prior to publication of the financial statements and discussed with the Business Manager and Superintendent.

The auditor should be familiar with and prepared to advise District staff on how best to implement both current and proposed GASB Statements. In addition, the auditor is expected to provide informal advice and consultation throughout the year on matters relating to accounting and financial reporting.

AUDIT PROCESS

Audit Report

The audit report will be addressed to the Board of Directors and will include the financial statements, other financial schedules, statistical tables, grant compliance schedules, and other schedules as requested by the District and/or required by GASB.

Reports of examination of financial statements must state the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards and must include an opinion as to whether the statements conform to generally accepted accounting principles. In addition to the required statements and schedules, the auditor must disclose any instances of noncompliance with laws and/or regulations (Audit Comments and Disclosure).

Management Report

The following is the timetable which must be maintained except for any unforeseen circumstances beyond the auditor or client's control or mutually agreed upon changes:

-- Pre-Audit (if necessary) June
-- Engagement Letter & Annual Contract June -- Compliance Work July/August/Sept. --
Field Work-Fiscal July/August/Sept. -- Exit Conference with Business Manager &
Superintendent August/September -- Adjusting Journal Entries August/September --
Management Letter (draft) October -- First Draft of Report October/November -- Final
Draft of Report October/November -- Report Printing November -- Final Audit Report and
Management Letter November/ Early Dec. -- Board Meeting Submission to Board of
Directors (if requested) November/December

The auditor shall be available to meet with elected or appointed District officials at their request to discuss the audits or related financial matters.

Client Assistance in Audit

The Districts will render all possible assistance to the selected auditing firm and will respond promptly to all requests for information and provide all necessary books and records for the audit engagement. The Business Managers or Clerks will be responsible for closing and balancing all accounts in a timely manner.

Criteria for Selection

The selection of the District's auditor will be based on the following criteria, subject to the District's discretion:

1. The cost over a three year period.
2. The expertise and experience of the Auditor's staff assigned to the Districts in areas of school or municipal audits.
3. Firm's capability to provide timely service during the height of audit season.
4. Reference from current and former clients.
5. Experience in auditing the Infinite Visions accounting software.
6. Experience in auditing the Synergy Student Information System. Please include specific past experience you and/or your auditing firm has with the accounting and student data software listed and if all information you require for auditing purposes can be downloaded or exported directly from the system (specifically student data), or if additional spreadsheets may be necessary.

Selection will be made by the Harney County ESD Board of Directors, in conjunction with Districts' Superintendents and Business Managers, and award will be made to the firm which, in the Board's opinion, best meets the stated criteria for selection.