

# **Euclid South**

Community Improvement District

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September 16, 2021

To whom it may concern,

The Euclid South Community Improvement District (CID), a political subdivision, seeks auditing services for fiscal years 2021, 2022 and 2023. Specifically, we need:

- Audited financial statements
- Management letter
- Presentation of the audit

In order to minimize the time required for you to prepare your proposal, we have enclosed the following background information and questionnaires for your consideration:

**Please submit your proposal to our office by 5 p.m. 10/18/2021.** We will notify you of the selected service provider by Email. The CID reserves the right to reject any and all proposals submitted and to award the contract based upon the best interests of the CID.

Thank you for your consideration, and please do not hesitate to call me if you have any questions regarding this request.

Sincerely,

Ashley Johnson  
Administrator  
Euclid South CID

## Request for Proposals: Audit Services

### **Profile of Firm:**

1. Describe the firm on an overall basis, both locally and nationally.
2. Summarize the firm's qualifications regarding non-profit organizations from an audit, EDP and tax perspective.
3. Give the firm's present complement of personnel by specialty, division and employment classification in the St. Louis office.
4. Describe your local audit firm staff turnover experience within the past three years and how you would provide continuity of assigned personnel on this engagement.
5. Describe the overall results of your firm's most recent peer review.

### **Quality of Audit:**

1. Describe the firm's audit approach, including review of internal controls.
2. Describe how your firm will obtain a basic understanding of the CID's operations and activities for planning the audit.
3. Describe the local office's experience in dealing with other non-profit clients similar to the CID.
4. Describe the local office's ability to audit in a computer environment.
5. Describe the key personnel utilized on the engagement along with their resumes of key personnel. Indicate their degrees of expertise and prior experiences as appropriate for the engagement.
6. Describe any services, other than audits, offered by the local office especially as related to internal controls and EDP operations.
7. Describe your firm's staff training and development policies and programs.

### **Include in the Proposal:**

1. Describe the procedures utilized to monitor the progress of the work for periodic evaluation and communication to management of the CID so that problems can be resolved.
2. Identify key local engagement personnel who will be continuously available for consultation or discussion.
3. Describe any relationships with your existing clients that might jeopardize your objectivity or independence.
4. Estimate total fees and hours by employment classification and out-of-pocket costs annually, given the services as outlined in the attached letter.
5. Estimate the "first time through" hours which would be required from your firm and our staff.
6. Estimate the "internal control review" hours which your firm is committed to provide our staff.
7. Submit client references for each key member of the proposed client service team.
8. Submit local community improvement district client references
9. Provide any further information as you deem necessary

## Request for Proposals: Audit Services

### **Timeline:**

- October 18, 2021                      Proposals due
- October 31, 2021                      Selection of audit firm
- April, 2021                              On-site visit(s) & audit work
- May, 2021                                Audited financial statement due (FY '20-'21)
- June, 2021                               Report to Board of Directors

### **Deliverables:**

- Audited financial statement
- Management letter comments
- Report to Board of Directors

### **Other consultation services:**

- We may seek miscellaneous support, as it relates to the audit findings, for up to fifteen hours of financial record-keeping as part of your base price.

Request for Proposals: Audit Services

- Euclid South CID was established September 2014.
- The overwhelming majority of Euclid South CID's revenue comes from a 1% sales tax. Funds are distributed monthly by the Missouri Department of Revenue.
- Euclid South CID is a political subdivision.
- Euclid South CID operates on a fiscal year budget, July 1-June 30
- Euclid South CID's budget and programs are as follows:
  - Administration
  - Marketing
  - Beautification
  - Public Infrastructure
  - Public Safety
  - Special Events
- Euclid South CID is governed by a seven (7) member Board of Directors. The Board meets twelve (12) times per year.
- The Board contracts its administrative services to Park Central Development Corporation.
- Euclid South CID has no employees.
- FY 2020-21 total annual revenue was approximately \$393,530.