

Request for Proposals for Municipal Audit services by a Municipal Audit Firm for the Town of Conway, NH

For contract period: 1/1/2018 to 12/31/2020 to audit YE 2017, 2018, and 2019

Lilli D. Gilligan, Finance Director
Town of Conway
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Center Conway, NH 03813

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Please submit 3 sealed copies of your firm's proposal on or before September 30, 2017.

Pertinent facts:

2017 total municipal budget is \$12.5M

Town facilities and services include:

Town Hall: Town Manager, Finance, Town Clerk and Tax Collector, Assessing, Planning and Zoning, Building Inspections, and Welfare

Public Works: Town Engineer oversees Highway, active Landfill, and Transfer Station

Police

Library

Recreation

Conway's Trust Funds include 114 cemetery funds, 7 scholarship funds, and 46 capital reserve funds for the town, school, and 6 different precincts.

Conway has 3 revolving funds for recycling, recreation, and police commercial duty.

Conway has 12 capital reserve funds.

Conway has 11 accounts for general municipal business, 4 conservation funds, 20 accounts for 54 performance sureties.

Conway's Library maintains their own bank accounts, but all budgeting, AP, payroll, and health insurance is managed by Conway's Finance Department on the Library's behalf.

Conway has no debt outstanding.

Conway's budget process is governed under SB2. The 5 member Board of Selectmen present their budget to the 17 member Budget Committee before heading to Town Meeting with a final ballot vote in April.

Conway's Engineer and Finance Director are LPA certified by the DoT and are currently managing the reconstruction of Route 16 in Conway Village on behalf of the NH DoT. A project that will certainly be active through 2020.

Finance Department is staffed by a Finance Director and Bookkeeper, both of who will make themselves fully available during the on-site audit process.

Conway has no need, currently, for a single audit.

Conway uses BMSI accounting software, Interware Town Clerk software and Avitar Tax Collector software.

Conway maintains its own asset listings using the straight-line method of depreciation.

It is expected that the level of audit detail currently being provided will continue, which includes all pertinent GASB pronouncements and the DRA's MS-535 preparation. The 2009 through 2016 audits are available for review on the conwaynh.org website under the Finance Department.

Your response should answer the following:

- Your firm's audit fees.
- A list of other NH Towns your audit firm has as current customers, so that Conway may inspect their work product and inquire about their customer's satisfaction.
- Outline the expected schedule of work, including the number of days on-site and how many staff you propose bringing to the on-site audit.
- A list of proposed staff.
 - Those staff members' qualifications, including their government auditing experience.
 - Whether they meet appropriate state licensing requirements.
- Your firm's policies on notification of changes in key personnel.
- Whether you are independent, as defined by applicable auditing standards.