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The City of Mountain Home, located in Mountain Home, Idaho, is soliciting proposals from certified public accounting firms to perform accounting services for the Annual Audit and Year-End Adjusting Entries. The proposal must contain the requested information below to be considered.

### **SCOPE OF THE ENGAGEMENT**

The scope of this engagement shall include the following:

- Recap the following revenues received by the city and tie them to the working trial balance totals: State Revenue Sharing, State Liquor Dispensary Revenues, Franchise Fee Revenue, Rural Fire District Reimbursements, State Highway Users Revenues, County Road Apportionment
- Recap and tie Treasurers Cash with corresponding support
- Prepare Schedule or Reserved Cash Funds and Prepare Adjusting Journal Entries to adjust other Cash Accounts
- Recap Restricted Deposit account and prepare adjusting entries to record in the general ledger
- Review October 2022 deposits for possible receivables
- Complete schedule of receivables by fund and prepared adjusting journal entries to reverse prior year receivables and record current year receivables.
- Obtain Property Tax Rolls and Collections from Elmore County Treasurer's Office
- Compute taxes receivable and deferred tax revenue by fund
- Prepare Adjusting Journal Entries to adjust taxes receivable and deferred tax revenue to actual by fund
- Review City records for prepaid expenses and prepare schedule
- Prepare Schedule for Prepaid Workers Compensation
- Review City records for additional vouchers payable and prepare schedule
- Prepare Adjusting Journal Entries to accrue prepaid expenses and record additional vouchers payable
- Review for Fixed Asset Acquisitions, Transfer and Deletions (Junked items)
- Tie out Fixed Asset Depreciation Schedules and Conferences Regarding Transfer of Assets- Cost vs Book Value
- Identify existing assets junked or auctioned and prepare journal entries for deletions
- Prepare work papers detailing all-new, transferred, and junked assets for input into Caselle Module

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- After depreciation calculated in Caselle, double-check all entries, and make sure that they tie out to the trial balance, suggest modifications, and prepare journal entries to record depreciation
- Prepare Asset Change Summary to detail asset acquisitions, transfers, and deletions across all funds, including cost basis and depreciation
- Prepare additional schedule including details of sub-funds in the 01 General Fund
- Finalize cross-reference of trial balance work papers to supporting documents in Fixed Assets for Auditors
- Prepare Schedule of Changes in Deb and 5-Year Debt Payment Schedule for Operating Lease Obligations, Capital Lease Obligations, and Other Debt Obligations
- Prepare remaining Adjusting Journal Entries to reclassify debt service payments and adjust current portion of long-term debt to actual
- Compute accrued interest payable on debt obligations and prepare adjusting journal entries for remaining payables
- Compute HRA and Cafeteria Plan FSA Payables
- Prepare Adjusting Journal Entries to Adjust HRA and FSA payables
- Obtain Vacations and Comp Time Payable Hours and Rates, Prepare Schedule of Benefits Payable Allocated between Funds. Recap Benefits Payable by Fund and prepare Adjusting Journal Entries to Adjust to Actual
- Recap Grant Income and Expenses and Create a Schedule of Federal Awards
- Review Grants for unrecorded receivables and payables
- Prepare PERSI GASB 68 Pension Plan Disclosure Calculations
- Compute and Record amortization in charge in Proportionate Share
- Gather Support for Component Unit: Urban Renewal Agency of the City of Mountain Home
- Complete schedule of transfer and due to/from other funds
- Finalize cross-reference of trial balance work papers to supporting documents for auditors

#### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

The city requires the following minimum qualifications of all firms submitting proposals:

- The firm shall have a minimum of five years of experience as a certified CPA accounting firm.
- Experience in the accounting of municipal funds, grant funds, fixed assets, and GASB 68
- Payment for work performed under this contract shall not exceed the agreed-upon amount, unless otherwise agreed upon, in writing by both parties
- The city believes that initially, there will be around 150 billable hours of work.

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## **REQUIREMENTS OF THE PROPOSAL**

Please include the following in your proposal:

- **Title Page:** Show request for proposal (RFP) subject, name of proposer's firm, address, telephone and fax number, name of contact person, and date of submission.
- **Transmittal Letter:** A one- or two-page summary stating the proposer's understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- **Table of Contents:** A clear identification of the material by section and page number.
- **Profile of the Proposer:** Include background information on the firm, including the location of office(s) and the number of partners, managers, supervisors, seniors, and other professional staff for both the firm as a whole and in the office location performing the accounting work. Describe the range of services provided by your firm, including the extent of audit, municipal management consulting, and other services. State whether the firm has been disciplined by the AICPA or any regulatory or licensing agency in the past five years and detail the circumstances leading to the discipline and the sanctions imposed on the firm.
- **Qualifications and Experience of Firm:** Describe company experience that is relevant to the proposed services, such as recent experience with other municipalities.
- **Qualifications and Experience of Staff:** Include a list of personnel to be used on this project and their qualifications. Brief resumes to include education, experience, type of clients served, and any other pertinent information must be included for each of the key personnel to be assigned for direct work on the project.
- **Cost Proposal:** Include a cost statement showing proposed fees to perform the audit. This information should include a table identifying each level of staff hours planned for the audit prep work at the proposed rates and an itemized listing of all other expenses or fees proposed, including travel.

## **TIME AND PLACE FOR SUBMITTAL OF PROPOSALS**

Proposals may be submitted on or before August 1<sup>st</sup>, 2022. Proposal must be submitted electronically to Tiffany Belt, City Clerk at [tbelt@mountain-home.us](mailto:tbelt@mountain-home.us)

## **Questions**

Questions about the RFP may be directed to Tiffany Belt, City Clerk at (208) 587-2104 or email to [tbelt@mountain-home.us](mailto:tbelt@mountain-home.us)

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