



CITY OF BALLWIN, MISSOURI

**REQUEST FOR PROPOSAL
RFP 24-19**

INDEPENDENT AUDIT SERVICES



GENERAL STATEMENT

The City of Ballwin (City) is requesting proposals from qualified certified public accounting firms (hereafter referred to as the Auditor) for audit services for the fiscal years ending December 31, 2024, 2025, and 2026.

Renewals: Two (2) one-year renewals, thereafter, if mutually agreed.

The City desires to maintain a working relationship with the firm selected during the entire term of their services. This would entail consultation on changes needed to be in compliance with the new GASB pronouncements, as well as occasional telephone consultation, for which the City would not anticipate any charge in addition to the established annual fee.

The City's December 31, 2023 Annual Comprehensive Financial Report is available to view on the City's website at: www.ballwin.mo.us/Audit-Reports.

BACKGROUND

The City of Ballwin is a fourth-class city and operates under the Mayor/Board of Aldermen/City Administrator form of government. The City serves an area of 9.5 square miles with a population of approximately 31,103, and employs approximately 136 full-time employees. The City of Ballwin fiscal year begins on January 1, and ends on December 31. The City utilizes New World ERP, a Tyler Technologies software for financial reporting and capital asset tracking. Payroll records are maintained through ADP.

The City uses the following fund types and account groups in its financial reporting:

1. General Fund
2. Special Revenue Funds (5)
3. Capital Projects Funds (1)

In addition, the City receives numerous federal and state grants.

The City has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the past nine years and intends to continue submitting the City's future Annual Comprehensive Financial Reports for this certification.

SCOPE OF WORK TO BE PERFORMED

The Auditor will be asked to perform an audit and express an opinion on the City's financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States, and OMB Circular A-133, Audits of State and Local Governments. The examination shall also be made in compliance with the laws of the State of Missouri.

The audit shall include the performance of a Single Audit if necessary due to the receipt of federal grant funding. At this time, the City does not expect the need for a Single Audit in 2024, but does anticipate that one will be required for 2025.

The Auditor will also be asked to

- Report on compliance and on Internal Control over Financial Reporting based on an audit of Basic Financial Statements performed in accordance with Government Auditing Standards.
- Report on compliance and other matters with requirements applicable to each major Federal program and internal control over compliance required by the Uniform Guidance and on the Schedule of Expenditures of Federal Awards.

City personnel will prepare audit confirmations, all supporting schedules, draft audit financial reports, footnotes, the MD&A and all statistical schedules and required supplementary information.

AUDIT TIMELINE

The City requests onsite audit work to be performed the third week of March each year, with receipt of final financial statements by **May 7**. It is imperative that final audit statements be submitted in a timely manner to allow the Board to approve the audit before it is submitted to the State Auditor.

Four (4) bound copies of the completed audit are requested for distribution, as well as an electronic PDF copy. Presentation of the audit to the Board of Aldermen will be required upon completion.

RFP TIMELINE

Request for Proposal Released:	7/23/24
Proposals Due Prior to:	2:00pm CST, 8/9/24
Award Recommendation:	9/9/24
Award of Contract:	9/10/24

Proposals should be submitted to:

City of Ballwin
Attn: Denise Keller
One Government Ctr
Ballwin, MO 63011-4617

REFERENCES

Bidders are requested to submit a list of four (4) audit engagements, conducted within the last five (5) years, with governmental entities of comparable size and activity that have been audited by the personnel proposed for this engagement. Please list each entity's contact personnel and phone number.

METHOD OF AWARD / SELECTION

The proposals will be evaluated by the Finance Department. The successful proposer may be selected from the proposals submitted or proposers may be ranked and interviewed prior to award. Staff will select a firm based upon review of material submitted, references checked, and indicated cost. Award of the contract will be made by our Board of Aldermen.

The City of Ballwin reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The City of Ballwin also reserves the right to accept or reject all or any part of the bid, to waive technicalities, and to accept the offer considered the most advantageous to the City.

ADDITIONAL INFORMATION

Any request for additional information should be directed to the Finance Officer, One Government Ctr, Ballwin, MO 63011, 636-227-2007, or denisekeller@ballwin.mo.us.

**CITY OF BALLWIN
Request for Proposal
Audit Services Schedule of Fees**

1. 12-Month Fiscal Period of January 1 through December 31, 2024:

General audit and ACFR: _____

Single audit (if needed) _____

2. 12-Month Fiscal Period of January 1 through December 31, 2025:

General audit and ACFR: _____

Single audit (if needed) _____

3. 12-Month Fiscal Period of January 1 through December 31, 2026:

General audit and ACFR: _____

Single audit (if needed) _____

4. Rate per hour for any additional work requested:

Rate per hour in 2024: _____

Rate per hour in 2025: _____

Rate per hour in 2026: _____