



**Fillmore and Piru Basins**  
**Groundwater Sustainability Agency**

Fillmore and Piru Basins Groundwater Sustainability Agency

And



**MoundBasin**  
GROUNDWATER SUSTAINABILITY AGENCY

Mound Basin Groundwater Sustainability Agency

**REQUEST FOR PROPOSALS**  
**For**  
**PROFESSIONAL AUDITING SERVICES**

Kris Sofley, Clerk of the Board  
FPB GSA and MB GSA  
c/o UWCD  
106 N 8<sup>th</sup> Street  
Santa Paula, CA 93060

## I. Introduction

Fillmore and Piru Basins Groundwater Sustainability Agency (FPB GSA) and Mound Basin Groundwater Sustainability Agency (MB GSA) (Agencies) are two small, recently-formed California Special Districts that are each requesting proposals from qualified certified public accountant firms to audit their financial statements. Both agencies contract with United Water Conservation District for their accounting and administrative services; therefore, the Agencies desire to contract with one auditing firm for both Agencies. Their annual budgeted revenues are approximately \$575,000 (FPB GSA) and \$204,000 (MB GSA).

Each Agency is requesting proposals for an audit of the fiscal year ending June 30, 2018, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years, in addition to performing other financial audits and reviews as specified below. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits contained in the current *Government Auditing Standards* issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget (OMB) Circular A-133 *Audits of State and Local Governments and Non-Profit Organizations*.

To be considered, one (1) copy of a proposal must be received by Kris Sofley, Clerk of the Board, at UWCD, 106 N 8<sup>th</sup> Street, Santa Paula, CA 93060, by **5:00 P.M. on April 24, 2019**. The Agencies reserve the right to reject any or all proposals submitted.

## II. Scope of Work

The Agencies each desire an audit report and audited financial statements to be prepared, as well as any other reports required by law and/or auditing standards.

The selected independent auditor will be required to perform the following tasks for each Agency:

- The audit firm will perform an audit of all funds of each of the Agencies. The Agencies each currently consist of one Enterprise Fund. The audit firm will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information, if required by auditing standards.
- If required, the audit firm will perform a single audit on the expenditures of federal grants in accordance with OMB Circular A-133 and render the appropriate audit reports, if applicable. The Agencies currently have not received any federal grants.
- The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to each Agency's respective Executive Director.

- The audit firm shall, at the Agencies' request, prepare the Annual State Controller's Report for each of the Agencies.

### III. Auditing Standards

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

- Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants;
- The most recent standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States;
- The provisions of the Single Audit Act as most recently amended; and
- The provisions of U. S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*.

### IV. Proposal Requirements

Please include the following in your proposal:

- Firm Qualifications and Experience, including a list of all current government clients
- Partner, Supervisory and Staff Qualifications and Experience
- List of similar engagements with other government entities
- Total all-inclusive maximum price **for each agency individually** using the Audit Work Cost Proposal form in Attachments A and B
- Identification of any anticipated potential audit problems and the firm's approach to resolving these problems
- License to Practice in California
- Affirmative statement of independence
- Copy of a report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements
- Circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with State regulatory bodies or professional organizations.
- Working paper retention policy

Attachment A

**AUDIT WORK COST PROPOSAL FORM**

<b>Service</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
FPB GSA Audit and Related Reports	\$	\$	\$
Single Audit and Related Reports	\$	\$	\$
FPB GSA State Controller's Report	\$	\$	\$
Total for Fiscal Year (not-to exceed)	\$	\$	\$

<b>Service</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
MB GSA Audit and Related Reports	\$	\$	\$
Single Audit and Related Reports	\$	\$	\$
MB GSA State Controller's Report	\$	\$	\$
Total for Fiscal Year (not-to exceed)	\$	\$	\$

Attachment B

**ESTIMATE OF COST**

Name of Firm:

Address:

Contact Name:

Contact Phone #:

Fax #:

Contact Email:

**1. Auditor's Standard Billing Rates**

<b>Auditors Standard Hourly Billing Rates</b>					
<b>POSITION</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Partner</b>	\$	\$	\$	\$	\$
<b>Manager</b>	\$	\$	\$	\$	\$
<b>Senior Accountant</b>	\$	\$	\$	\$	\$
<b>Staff Accountant</b>	\$	\$	\$	\$	\$
<b>Clerical</b>	\$	\$	\$	\$	\$