

**MEMO TO: BOARD MEMBERS
DR. SARAH RISS**

**FROM: DR. DIANE MOORE
MS. JOANN KITE
FINANCE ADVISORY COMMITTEE**

DATE: FEBRUARY 27, 2015

RE: AUDIT SERVICES FOR 2014-2015 SCHOOL YEAR

The Finance Advisory Committee worked with the Business Office to review the audit bid proposals submitted for the 2014-2015 school year (with the option to extend services for four additional years). The district received bids from three auditing firms. The three firms were:

1. Clifton, Larson Allen, LLP
2. Daniel Jones and Associates
3. Schowalter & Jabouri, P.C.

All firms met the necessary requirement to provide proper services. The services proposed as well as anticipated hours to accomplish the audit were similar. Clifton, Larson Allen proposed the lowest fees for services of \$12,500 for the 2014-2015 school year. Daniel Jones proposed a bid of \$13,000 and Schowalter & Jabouri proposed the highest bid of \$13,500 for the 2014-2015 school year. Please see the attached spreadsheet for the RFP review conducted by the Business Office and Finance Advisory Committee.

When comparing fees for the possibility of three years of service, Clifton, Larson Allen and Daniel Jones tied with a total three year cost of \$39,000. Schowalter & Jabouri submitted a three year cost of \$41,500. Since Clifton, Larson, Allen and Daniel Jones were equal regarding fees for three years, the Business Office and Finance Advisory Committee members considered years of auditing experience with school districts. Clifton Larson Allen has 30 years of experience while Daniel Jones documented 22 years of experience. Since Clifton, Larson Allen is our current auditing firm, we discussed the quality of services we are currently receiving. The firm has consistently provided quality service including meeting deadlines and good internal control evaluations. In addition, they are very aggressive in their approach to the implementation of all new or restructured guidelines set forth in certain GASB requirements within the federal government.

Based on the qualifications of each of the firms, the expected level of service and the first year low bid of \$12,500, the Business Office and the Finance Advisory Committee recommends retaining the services of Clifton, Larson Allen, LLP for the 2014-15 school year, with the option to extend their service agreement for additional years.

Please do not hesitate to contact us should you have additional questions.

Audit Services RFP Review

<u>Criteria</u>	<u>Daniel Jones</u>	<u>Clifton, Larson, Allen</u>	<u>Schowalter, Jabouri</u>
Years of service	22	30	39
Insurance Req.	Yes	Yes	Yes
Contracts terminated	None	None	None
References	Positive	Positive	Positive
Fees Year One:	\$13,000	\$12,500	\$13,500
Fees Year Two:	\$13,000	\$13,000	\$14,000
Fees Year Three:	\$13,000	\$13,500	\$14,000
Proposed Hours:	160 Hours	153 Hours	205 Hours