

**REQUEST FOR PROPOSAL FOR AUDITING SERVICES**  
**TOWN OF EAGLE, WAUKESHA COUNTY, WI**  
**FOR YEAR ENDING DECEMBER 31, 2021**

The Town of Eagle, Waukesha County, Wisconsin invites qualified independent accountants, licensed to practice in the State of Wisconsin, to submit proposals to conduct an audit of its accounts and records in accordance with the specifications listed below.

**BACKGROUND**

The Town of Eagle has a 2020 State estimated population of 3,586 and a budget for 2021 of approximately \$1.8 million for General Town Funds, including Restricted Impact Fee Funds, ARPA Grant Funds, Major Equipment Funds, Private Road Funds, and other minimal Assigned Funds.

The current work force of the Town of Eagle is approximately 2 full time, 1 part-time, and under 10 seasonal employees. Seasonal employees work for Lake Patrol, snowplowing, grounds & highway maintenance/mowing. Additionally, there are under 50 election inspectors, with an average of 15 people working on Election Day.

The Town of Eagle's past Treasurer held the position for 35 years. Accounting records, bank records, budgets, and spreadsheets were done manually through his time in office until January 2019 when the books were converted to QuickBooks. The Town Clerk has been using QuickBooks since 2008 for Town payables and receivables.

At the Special Town Meeting held in November 2019, Town Electors approved the combined office of Town Clerk/Treasurer effective after the Town Treasurer's term of office expired in April 2021. Sadly, the Treasurer passed away before the year-end and the Town Clerk completed the duties for the office of Town Treasurer for the remainder of the term. In as much as the Town Clerk and Town Treasurer positions were combined, per Wis. Stats. the Town is required to have an audit.

**OPERATIONS AND PUBLICLY OWNED PROPERTIES**

- The municipality shares joint ownership in property with the Village of Eagle to house the Town Hall, Village Hall, Joint Library, and meeting room at 820 E. Main Street and second property at 128 E. Main Street, that houses the Town Garage/Shop; the equal contributions by the Town and Village are deposited into a separate fund overseen by the Joint Municipal Building Committee and its sole employee was keeping the records at the Joint Fire Department. The payroll and retirement contributions for the cleaner is handled by the Town of Eagle, however the meeting secretary payroll was combined with the Fire Department secretary payroll completed by the Fire Department.
- The Eagle Fire District is located at 126 E. Main Street, it is operating under its own FEIN, and consists of ownership by the Town and Village and their accounting is handled in the same manner as the Joint Municipal Building Committee. This District is dissolving as of December 31, 2021. The Fire Department has an annual audit by Baker Tilly. The Town of Eagle submits their portion of the employee and employers share of the State Retirement to WRS using the same operating formula.

- The Alice Baker Library is located at 820 E Main Street, it is operating under its own FEIN, has separate accounting overseen by the Library Board with the Town acting as its agent on bank accounts. The Library payroll, payroll taxes, and retirement are completed on the Town of Eagle's business equipment by Town staff.
- The Eagle Recreation Department rents an office from the Town of Eagle, is operating under its own FEIN, and consists of ownership by the Town and Village and their accounting is handled in the same manner as the Joint Municipal Building. The Recreation payroll, payroll taxes, and retirement are completed on the Town of Eagle's business equipment by Town staff.
- The Town Park located at S91W35287 County Road NN. It has a public shelter enclosure, restrooms, and ball fields on Town-owned property. The recreation department has use of the ball fields as well as seasonal clubs that rent the space for sports. The shelter is currently being rented out daily as requested.
- Other properties owned solely by the Town are the Jericho Cemetery and Oak Grove Cemetery. The cemeteries no longer have endowment care trust funds for future maintenance costs but rather an annual budget by the Town. During 2021, a Restricted Cemetery Equity Account was established to ensure the completion of new signage and maintenance gifted by private donors.

### **SCOPE OF WORK**

1. The audit will be completed in accordance with the generally accepted auditing standards as set forth by the Governmental Accounting Standards Board, the American Institute of Certified Public Accountants, and the State of Wisconsin audit guidelines.
2. The audit shall include an audit of the Town's financial statements. A separate audit of the Joint Municipal Building and Recreation Funds shall be included and quoted separately from the General Fund. The Library and Fire Department have their own auditors.
3. At the conclusion of the audit, a representative of the accounting firm will be expected to meet with Town Officials for a more detailed report and attend a Board meeting to present a brief report to the Town Board and discuss the findings resulting from the audit.
4. Offer a total of twelve (12) hours per year assistance through consultation at any time during the year at no additional charge and include this service in the annual lump sum contract amount.
5. Audit is to include tests of the accounting records of the Town and other procedures necessary to express an opinion that the financial statements are fairly presented in conformity with generally accepted accounting principles. A report on the Town's compliance with law and regulations and its internal accounting controls as required for the annual audit. If the opinion is other than unqualified, to fully discuss the reasons with the Town in advance.
6. Prepare the financial statements. Some audit entries and entries made to reclassify the activity posted in the designated equity accounts for the statement of revenues, expenditures and changes in fund balance will likely be needed and shall be provided to the Town Clerk/Treasurer for the Town's preparation of the State Financial Report Form CT and Annual Report for the Electors.

7. Procedures to include tests of documentary evidence supporting the transaction recorded in the accounts and may include tests of the physical existence of inventories and direct confirmations of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. Request of written representation from the Town's attorney may also be necessary.
8. To use judgment about the number of transactions to be examined and the areas to be tested including tests of transactions related to Federal and Stat assistance programs for compliance with applicable laws and regulations. To advise the Town of any material errors, irregularities or illegal acts, fraud or defalcations, that may exist, and which comes to the auditors' attention.
9. Preparation of Management Discussion and Analysis (MDA).
10. The audit will be for a term of 1 year. In your proposal provide a breakdown in price for the (a) General Fund, (b) Joint Municipal Building and Recreation Department Funds, (c) optional preparation of State Form CT, (d) optional hourly costs for support services throughout the year (beyond the 12 hours included in the contract). Price should include total cost to the Town including travel, audit adjustments, etc.
11. Progress billings may be issued as the audit work is in process. Final payment will be made after the work is completed and the report(s) have been presented and accepted by the governing body.
12. For any additional charges over the contract, billing will include a breakdown who worked on what, for how many hours and their hourly rate.
13. The Town will provide the auditor with the physical facilities needed to perform the audit, access to telephone, copying facilities, internet service and faxes.
14. All working papers and reported must be retained, at the auditor's expense for a minimum of seven (7) years unless the firm is notified in writing by the Town of Eagle of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Town. In addition, the firm shall respond to the reasonable inquiries of successor auditor and allow successor auditors to review working papers relating to matters of continuing accounting significance.

#### **AUDIT TIMELINE**

1. The audits are to be completed by June 30 of each year. Filing and/or completion dates of the various reports are as follows:
 

a. Auditor Adjusting Journal Entries	As soon as possible
b. State Financial Report Form CT	May 1
c. Annual Financial Report for Municipalities	May 1
d. Financial Statements	June 15
e. Report on Internal Control	June 15
f. Management Letter	June 15
g. Single Audit Reports	June 30

2. A formal presentation of the audit is to be made to Town Officials and the Town Board at a regular or special board meeting in April or May of each year.

#### **PROPOSAL DUE DATE**

1. Proposals are due by 3:00 P.M. on Thursday, December 9, 2021, to the Town Clerk/Treasurer. Anticipated Board review and awarding of the Audit services on Wednesday, December 15, 2021.
  - a. Mail:

Attn: Town Clerk/Treasurer – Auditing Services RFP  
Town of Eagle  
PO Box 327  
Eagle, WI 53119
  - b. Delivered in person:

Attn: Town Clerk/Treasurer – Auditing Services RFP  
Town of Eagle  
820 E. Main Street  
Eagle, WI 53119
2. Proposals shall include resumes and work experience of the auditors that will be assigned to the Town of Eagle audit.
3. Proposals shall include up to five (5) municipal references of similar size and complexity to the Town of Eagle including names and contact information.
4. All proposals must be signed by a representative or official authorized to represent and bind the firm to the proposal.
5. The Town reserves the right to negotiate the final terms of the agreement.
6. All preparation costs shall be assumed by the organization submitting the proposal.
7. The Town of Eagle reserves the right to accept or reject any or all proposals for this service.

#### **SELECTION CRITERIA**

In evaluating proposals cost will be an important factor but will not be the sole deciding criteria. The following criteria will be considered, in the proposal review process, in no particular order:

1. Proposal Format
2. Qualifications of Work Team
3. Firm Resources
4. References
5. Price

Proposals submitted will be evaluated by the Town Board and the Town Clerk/Treasurer and the contract will be awarded by the Town Board. During the evaluation process, the Town Board reserves

the right, where it may serve the Town of Eagle's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omission. At the discretion of the Town Board, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Questions concerning the RFP Document and/or Town financial systems should be directed to Lynn Pepper, Town Clerk/Treasurer at (262) 594-5800 or [clerk@townofeaglewi.us](mailto:clerk@townofeaglewi.us).