

## **REQUEST FOR PROPOSALS FINANCIAL AND COMPLIANCE AUDITS - CITY OF ELIZABETHTOWN**

The City of Elizabethtown, Kentucky invites Certified Public Accounting firms to submit a proposal to perform an audit of the City's financial statements for the years ending June 30, 2024 and June 30, 2025 according to generally accepted accounting standards for governmental entities. The contract may be renewed for three (3) additional years in one (1) year increments, at the City of Elizabethtown's option, on the same terms and conditions as the preceding year's contract.

The audit would include the following funds:

- General Fund
- Sewer Fund
- Natural Gas Fund
- Alcohol Fund
- Debt Service Fund
- Various Other Smaller Funds

The City utilizes Springbrook Software for General Ledger, Accounts Payable, Purchasing, Business Tax, Payroll, Fixed Assets and Bank Reconciliations. The City contracts with the Hardin County Sheriff's Office to bill and collect property taxes.

The City is a Kentucky Home Rule class City. The executive and legislative authority is vested in the Mayor and City Council, which consists of six Council Members. The City Administrator is the chief administrative officer of the City and is responsible for day-to-day operations. The City Administrator is assisted by the various department heads and City staff, including a Police Chief, Fire Chief, and Director of Public Works, Director of Parks and Recreation, Finance Director, and others.

The City has a number of boards and commissions pursuant to state law, local ordinance, or both. While some boards are comprised wholly or partially of City employees or officials, others are comprised of citizens of the City who are not otherwise employed by the City (e.g. Code Enforcement Board, Board of Adjustments, Planning and Zoning).

During the audit, City Hall staff will make themselves available to assist the audit team. Every effort will be made to provide requested data as quickly as possible.

In the Proposal the firm must be able to show its familiarity with all current laws (Kentucky Revised Statutes), regulations and industry standards concerning audits of municipalities.

In addition to the audit the following reports are required:

- Completion of Annual Comprehensive Financial Report (ACFR)
- Completion of Single audit (if required)

Along with the City audit, we have been requested to include the audit of the Elizabethtown Airport Board in this proposal. This would be a separate engagement directly with the Airport Board.

The firm must be able to show the ability and commitment to begin fieldwork the second week of October and be completed by the middle of November. Audit report is to be presented to the City Council on the first Monday in December by the selected firm.

If you are interested in submitting a proposal please include the following:

- How you plan to conduct the audit
- Your qualifications and the qualifications of your staff that will be assisting with the audit
- Prior government auditing experience (Please provide references)
- Provide documentation of continuing professional education in government accounting and auditing during the last two years
- Most recent peer review report and any letter of comment
- Any disciplinary action during the past three (3) years
- Anticipated timetable for start and completion of engagement
- Your fee for each audit, the City and Board (include audit, completion/preparation of Annual Comprehensive Financial Report (ACFR), and travel)

**Summary of Audit Costs Worksheet**

<b>City of Elizabethtown Audit Engagement</b>	<b>Fiscal Year Ended June 30, 2024</b>	<b>Fiscal Year Ended June 30, 2025</b>
Base Audit Fee: Includes all personnel cost, travel, on-site work, materials and supplies, etc.		
ACFR Preparation and Presentation:		
Single Audit Report Preparation:		
Other Costs: (define any other reimbursable expenditures)		
Total Costs of Engagement		

<b>Elizabethtown Airport Board Authority Audit Engagement</b>	<b>Fiscal Year Ended June 30, 2024</b>	<b>Fiscal Year Ended June 30, 2025</b>
Base Audit Fee: Includes all personnel cost, travel, on-site work, materials and supplies, etc.		
Audit Report Preparation and Presentation:		

Other Costs: (define any other reimbursable expenditures)		
Total Costs of Engagement		

Copies of prior year audit reports for the City may be found on the City’s website: <https://elizabethtownky.org/finance-department/> under “Download Documents and Forms”. The City will provide a copy of the Elizabethtown Airport Board audit on request. If requested, we will provide the contact information for our current audit firm and lead auditor for questions regarding prior audit experience.

Please submit your sealed bid proposal by January 15, 2024 to:  
 Jessica Graham, City Clerk  
 200 W. Dixie Ave  
 Elizabethtown, KY 42701

Proposals will be reviewed by the Mayor, City Administrator, Finance Director, and Treasurer, and evaluated based on the information requested. Please direct any questions about information provided in this RFP to Jeff Hawkins, Finance Director at [jeff.hawkins@elizabethtownky.gov](mailto:jeff.hawkins@elizabethtownky.gov).