



Request for Audit Proposal

Two Rivers Regional Council of Public Officials invites you to submit a proposal for the preparation of its yearly audited financial statements and related information for the three-year period beginning with the fiscal year ending 2022. Our agency is an intergovernmental agency that is required to have a single audit performed each year. The audited financial statement must be prepared in accordance with generally accepted accounting principles. It must also include an expression of an opinion by the auditor on the fairness of the financial statements in accordance with generally accepted accounting principles.

The mission of our agency is to grow stronger and more positive communities through relationships. As a connected community of individuals, families, businesses, and government; we focus on supporting the basic needs of our community, fostering resiliency, and developing economic opportunity for all.

Two Rivers Regional Council of Public Officials is a unit of local government established by intergovernmental agreements between Adams, Brown, Pike, and Schuyler Counties in Illinois. Its activities are funded by membership dues, state, federal, private grants, and administrative fees received for providing services. The Governing Board includes county and municipal representatives and members representing various citizen's interests. The agency also has an affiliated 501 (c) (3) called The Two Rivers Council Foundation. The function of the foundation is to assist the agency in meeting its mission, goals, and objectives for the communities of service.

Two Rivers Regional Council of Public Officials requires the following services:

1. Yearly financial audit, including
 - Statement of financial position (assets, liabilities, and net assets)
 - Statement of activities (revenue, support, and expenses) and changes in net assets
 - Statement of functional expenses
 - Statement of cash flows
 - Schedule of investments, temporarily restricted assets, fixed assets, and contributions receivable
 - Schedule of Expenditure of Federal Awards (SEFA)
2. Preparation of IRS Form 990
3. Office of Management and Budget (OMB) Single Audit
3. Preparation of Personal Property Tax return
4. Management letter
5. Review Two Rivers Regional Council of Public Officials accounting system and financial procedures and evaluation of its internal controls with recommendations, if any.



In addition, Two Rivers Regional Council of Public Officials requires that a meeting of the auditors and selected board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors.

All audit proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing, particularly of nonprofits receiving multiple grant awards;
- c) The size and organizational structure of the auditor's firm;
- d) Names and qualifications of the staff members to be assigned to Two Rivers Regional Council of Public Officials audits;
- e) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) A detailed work plan, including timelines and tasks to be carried out by auditors and Two Rivers Regional Council of Public Officials staff;
- g) Proposed fee structure for these services, with projected costs for audits covering 3 years, with a maximum fee to be charged; and
- h) At least three references from comparable audit clients.

Your proposal must be e-mailed and received by April 1st, 2022, by 5:00 p.m. (CST). Send your proposal to Jeremy Oshner at joshner@trrcopo.org. Proposals will be reviewed and a recommendation regarding the choice of auditors will be made to the full board of directors in April 2022.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at (217) 718-6400 and/or joshner@trrcopo.org. I look forward to receiving your proposal.

Sincerely,

A handwritten signature in blue ink that reads "Jeremy Oshner". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jeremy Oshner
Executive Director