



Village of South Glens Falls, NY

Request for Proposals for Independent Audit Services

I. PURPOSE

The Village of South Glens Falls (Village) is requesting proposals for the purposes of retaining qualified independent public accountants licensed to practice in the State of New York. The Village is seeking fixed-fee proposals for one (1), two (2), and three (3) year terms for conducting annual audit(s) of the financial accounts and records of the Village in accordance with government auditing standards.

II. GENERAL INFORMATION

The Village of South Glens Falls has a population of approximately 3,400 and a total fiscal year 2020-21 budget of about \$4 million. A Mayor and Board of Trustees govern the Village. The Village is an incorporated village in the town of Moreau in the county of Saratoga.

The Village desires to have an independent audit of the Treasurer's annual financial reports and supporting records. Copies of the audited financial statements for the year ending May 31, 2021, may be obtained by contacting the Village Deputy Treasurer, Joy Bartholomew, at 518-793-1455 or email Deputy.Treasurer@sgfny.com. The Deputy Treasurer is available, upon request, to meet with any interested firms and will make monthly reports available.

III. DESCRIPTION OF RECORDS

The Village is expected to maintain its accounting records in accordance with Generally Accepted Accounting Principles for state and local governments. All accounting records are currently maintained using Edmunds along with Quickbooks (Quickbooks will begin with fiscal year 2021-2022)

IV. VILLAGE ASSISTANCE TO THE ACCOUNTING FIRM

The Village will provide the accounting firm with the following assistance in the preparation of the required reports:

- A. Preparation of year-end individual fund balance sheets, revenues, and expenditures.
- B. Location of appropriate records, pulling and filing of necessary records/documents.
- C. Copies of official documents for inclusions in work papers (tax schedules, appropriations, cash reconciliation, debt reports, etc.)



V. **STATEMENT OF NON-COLLUSION**

Proposal must include a statement asserting that prices were determined independently, without collusion. This means that the prices quoted were not knowingly disclosed by the proposer, nor would they be knowingly disclosed by the proposer prior to the bid opening, and that the proposer did not induce any other person or entity to submit or not submit a bid for the purposes of competition.

VI. **INSURANCE**

An insurance certificate must be filed with the Clerk-Treasurer prior to the commencement of work. Certificate wording: The Village of South Glens Falls, its officers, employees, agents and assigns are named as Additional Insured if required by written contract or agreement on a Primary & Non-Contributory basis under General Liability, Automobile, and Umbrella policies. Waiver of Subrogation and 30 Day Notice of Cancellation applies.

Limits of Insurance:

General Liability Limits of Insurance:

\$1,000,000 Each Occurrence

\$2,000,000 Aggregate Limit of Insurance

\$1,000,000 Personal & Advertising Injury

\$2,000,000 Products/Completed Operations Aggregate Limit

Automobile Limit of Insurance:

\$1,000,000 Combined Single Limit

Umbrella Liability Limit of Insurance:

\$1,000,000 Limit of Insurance

Workers Compensation Insurance:

\$1,000,000 Each Accident

\$1,000,000 Disease Policy Limit

\$1,000,000 Disease Each Employee

Professional Liability

\$1,000,000 Limit of Insurance



VII. **FEES**

Include in your proposal a fixed/flat rate that covers all labor, materials, transportation, insurance, and all other necessary expenses to fulfill the conditions of the contract within the time stated. Provide proposals for one (1), two (2), and three (3) year terms.

VIII. **TERMS AND CONDITIONS**

The Village reserves the right to accept or reject any or all proposals and the cost of any proposals submitted shall be the responsibility of the proposer.

The Village shall pay for services on the basis of the approved fee schedule. All information, reports, and records necessary for completing the audit shall be furnished to the auditor/firm without charge by the Village. The Village shall cooperate with the individual or firm in every way possible. All work produced under this agreement shall be the property of the Village.

The proposal must be received no later than 2:00 p.m. on Monday, **October 29, 2021**. Envelope should clearly state on the outside "Independent Audit Services Proposal" and be in a sealed envelope addressed to:

Deputy Treasurer
Village of South Glens Falls
46 Saratoga Avenue
South Glens Falls, New York 12803