



TIMBER MESA FIRE & MEDICAL DISTRICT

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The Timber Mesa Fire and Medical District is seeking proposals from qualified firms to provide annual audit services for the fiscal year ending June 30, 2024 and two (2) subsequent fiscal years thereafter. The audit must be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; Arizona Revised Statute §48-253, and any other applicable procedures for the audit of a government's financial statements prepared in accordance with GAAP.

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audits for the District.
3. The firm's most recent peer review report and 3 references from governmental clients.
4. Audit firm staff stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to the engagement.
5. Your fee proposal to conduct the basic audit function, to prepare the financial statements and supplemental schedules (ACFR included provided as a separate cost), and to prepare the modified accrual adjusting journal entries. Your fee proposal should also include your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the District Finance Director. This disclosure should include an estimation of the increased fees and the reason for the increase.
6. Detail of expenses expected to be incurred, i.e. mileage, per diem, lodging, etc.

The final decision of the selection of the firm to conduct the audit will be made by the Board of Directors. The final agreement will be in the form of a written contract following the standard agreement form used by the CPA firm conducting audits.

All questions and correspondence should be directed to Gabe Buldra, Finance Director, at gabe@jamesvincentgroup.com or (480) 422-9777, or Darren Cluff, Assistant Chief of Administration, at dcluff@timbermesafire.org or (928) 537-5100.

We look forward to receiving your proposal on or before April 12th, 2024 in an envelope addressed as Timber Mesa Fire and Medical District, Attention: RFP Audit Services Proposal, 3561 E Deuce of Clubs, Show Low, AZ 85901 or electronically via email to the Finance Director and Assistant Fire Chief.