

**TOWN OF HAMPTON**  
**REQUEST FOR PROPOSALS**

Town Audit Services

Fiscal Years 2021 – 2024

The Town of Hampton is seeking proposals for the Annual Audit of the Financial Records of the Town of Hampton for Fiscal Years ending June 30, 2021 through 2024.

All proposals must be submitted in accordance with the Audit Proposal Specifications provided by the Town of Hampton available at [www.hamptonct.org](http://www.hamptonct.org) or by contacting the Town of Hampton Treasurer's office at 860 455-9132.

Bids must be submitted by 4:00 PM on June 24, 2021 to the Hampton Town Hall, 164 Main St. Hampton, CT 06247

Kathy Donahue, Chairman  
Hampton Board of Finance

**TOWN OF HAMPTON**  
**REQUEST FOR PROPOSALS**  
**Town Audit Services**  
**Fiscal Years 2021 - 2024**  
**Audit Proposal Specifications**

**Section 1. General Information**

The Town of Hampton Board of Finance is seeking bids for the Annual Audit of the Financial Records of the Town of Hampton for fiscal years ending June 30, 2021, 2022, 2023 and 2024. A recent completed audit of the town is available on the Town of Hampton website [www.hamptonct.org](http://www.hamptonct.org)

**Section 2. Scope of the Audit**

The objective of the audit is the expression of opinions as to whether the general purpose financial statements (governmental activities, business-type activities, discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Hampton, Connecticut as of and for the year ending June 30, 2021, June 30, 2022, June 30, 2023, June 30, 2024, and the related notes to the financial statements) are fairly presented in all material respects, in accordance with generally accepted accounting principles, and meeting all state requirements. The scope of the audit includes an assessment of internal controls and compliance with applicable laws, regulations and provisions of contracts and grant agreements with respect to management of federal award programs.

Additionally, the audit should provide a report of fixed asset additions and deletions, depreciation, and net book value for all asset categories including general government, public works, education, and public safety.

**Section 3. Auditor Covenants**

The auditor will be a Certified Public Accountant, licensed in the State of CT, with proven experience in the auditing of local governments. During the fieldwork of the audit, the auditor-in-charge shall be a CPA and be on-site the majority of the time. The fieldwork shall commence no later than September 30<sup>th</sup> each year and a draft of the audit report made available by November 30<sup>th</sup> each year. Any possible adjusting journal entries should accompany the draft report. The final report must be available by December 31<sup>st</sup> each year.

The letter of engagement and a list of any town audit responsibilities should be received in the Finance Office no later than 30 days prior to commencement of fieldwork. The auditor will provide the following number of copies of the final report: eight copies of the State Compliance Audit; one copy of the Federal Compliance Audit.

#### **Section 4. Town Of Hampton Covenants**

The Town of Hampton agrees to make available all information, documents and records needed to complete the audit in the timeframe outlined. Workspace and copying facilities will be made available. Staff will be available during the fieldwork phase to retrieve any requested documentation.

#### **Section 5. Professional Qualifications**

The proposal should include a summary of the professional qualifications of the staff that will be conducting the audit. A brief history of the firm, along with information about the firm's organization, structure, and size should be mentioned. Additionally, a description of any prior experience the firm has with auditing municipalities should be included.

#### **Section 6. Pricing Information**

The proposal should contain the fixed total all-inclusive maximum fee, as well as budgeted hours and corresponding dollar amounts for each classification of staff assigned to the audit. As part of the overall audit contract, the Town expects to receive from the audit firm a variety of technical assistance (verbal and written) during the audit, including answers to accounting, reporting, internal control questions, and audit adjustments at no additional cost. Costs should be broken out separately for the costs associated with the Town audit, Board of Education audit, component unit audit, State single audit, and Federal single audit.

Provide a supplement list of services your firm could provide with an applicable pricing schedule to reflect costs for additional services outside the scope of the audit. Hourly rates should be identified for verbal and/or written accounting services/advice. The Town may request additional services that would be outside the normal course of the requested annual audit services such as technical assistance on developing supplemental statistical schedules, specialized internal control reviews and/or other specialized state/federal programs, conversion to a state-wide standard chart of accounts, and other opportunities that may arise (assessment of specific operations, organizational/efficiency studies, cost recovery, etc.).

#### **Section 7. References**

Provide the name and address of three professional references including their email, phone number and name of a contact person for each.

**Section 8. Instructions for Submitting Proposals**

All proposals must be submitted in a sealed envelope marked "Audit Proposal" on the outside of the envelope. Proposals should be addressed to the Town of Hampton, Board of Finance, Hampton Town Hall, Attention: Kathy Donahue, 164 Main St., Hampton, CT 06247. Bids must be received by 4:00 P.M on June 24, 2021.

**Section 9. Rejection Rights**

The Hampton Board of Finance reserves the right to reject any and all bids or waive technicalities to award the contract in a manner that will best serve the interests of the Town of Hampton.

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**BID FORM**

Name of Accounting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

The following bid is submitted in response to the request for proposal for the four-years of audit services.

Bid Amount FY 2021: \_\_\_\_\_

Bid Amount FY 2022: \_\_\_\_\_

Bid Amount FY 2023: \_\_\_\_\_

Bid Amount FY 2024: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_