



July 26, 2017

Certified Public Accountants

REQUEST FOR THREE-YEAR ANNUAL AUDIT PROPOSAL

The San Joaquin County Economic Development Association (EDA) invites your firm to submit a proposal for the preparation of the Standard Annual Audit (Audit) of the EDA financial statements for each of the three fiscal years ending June 30, 2017, 2018, and 2019, and the preparation of the related federal and state (California) tax returns including Forms 990, 199, and RRF-1, plus any other forms deemed appropriate. Additionally, the selected firm will assist in preparing financial statements and related notes of the EDA in conformity with Generally Accepted Accounting Principles (GAAP), plus prepare book and tax basis depreciation schedules. The purpose of the Audit is to express an opinion as to whether the financial statements present fairly the position of the EDA, as of June 30 each year, in conformity with GAAP.

The EDA provides a variety of economic development services to businesses in San Joaquin County to promote their retention, expansion, and the creation of jobs including the administration of the former Enterprise Zone program. San Joaquin County and several municipalities in San Joaquin County fund the EDA. The annual budget is approximately \$500,000. The EDA is an exempt organization under Section 501(c) (6) of the Internal Revenue code. A seven-member Board of Directors governs the EDA. One member is appointed from each of the five supervisorial districts, and two members of the San Joaquin County Board of Supervisors.

Please submit your proposal in writing by 5 p.m. on August 25, 2017 to the SJC Economic Development Association at 56 South Lincoln Street, Stockton, CA 95203. For a copy of the detailed Scope of Work please contact Ms. Mary Franks via e-mail at mfranks@sjcworknet.org. Information is also available on the EDA's website @ www.sjcworknet.org/eda.asp. The books of the EDA are available at the aforementioned address from 8 a.m. - 5 p.m., Monday through Friday, for your inspection prior to responding to this request.

Ms. Mary Franks (468-3513) is available to assist you in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Steven J. Lantsberger". The signature is fluid and cursive, written over the printed name.

STEVEN J. LANTSBERGER, CED/EDFP/HDFP
ECONOMIC DEVELOPMENT DIRECTOR

ANNUAL AUDIT OF SAN JOAQUIN COUNTY ECONOMIC DEVELOPMENT ASSOCIATION

Scope of Work to be Performed by Consultant:

- A. The audits to be performed by Consultant shall incorporate all applicable and current auditing standards. The selected Consultant will be required to perform the following tasks: 1) The Consultant will perform an audit of all funds of the EDA. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller of the United States. The Consultant will render their auditors' report on the basic financial statements for each of the three (3) fiscal years ending June 30, 2017, 2018, and 2019.
- B. The Consultant shall issue, as appropriate, a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures, and other significant observations that are considered to be non-reportable conditions. Management letters shall be addressed to the Executive Director and Economic Development Director.
- C. The Consultant shall prepare the federal and state (California) tax returns for the years ending June 30, 2017, 2018, and 2019.
- D. Consultant will prepare Forms 990, 199 and RRF-1, plus any other forms deemed appropriate, and provide to EDA for filing for each of the three (3) fiscal years.
- E. Consultant will prepare book and tax basis depreciation schedules and provide to EDA for review and approval.

Other Requirements and Obligations of Consultant

- 1. Auditing Standards to be Followed: The Audit(s) shall be performed in accordance with:
 - 1) Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants;
 - 2) The standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and
 - 3) The provisions of U. S. Office of Management and Budget (OMB) 2 CFR Part 200, Audits of State and Local Governments and Non-Profit Organizations.
- 2. Working Paper Retention. All working papers and reports must be retained at the Consultant's expense for a minimum of seven (7) years, unless the Consultant is notified in writing by the EDA of the need to extend the retention period. The Consultant will be required to make working papers available to the EDA or any government agencies included in the audit of federal grants. In addition, the Consultant shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.