



November 9, 2023

The City of Cottleville (the “City”) is soliciting proposals from qualified firms of Certified Public Accountants to audit the City’s financial statements for the fiscal years ending December 31, 2023. These audits are to be performed in accordance with generally accepted auditing standards and the standards for financial audits set forth in the U.S. General Accounting Office’s (GAO) Government Auditing Standards.

General Information

The City of Cottleville has a population of 5,695 (2020 census). The City has the following funds:

- General Fund & Municipal Court
- Capital Projects & Debt Service Fund
- Parks, Recreation and Stormwater Fund
- Special Revenue Fund
- Waste Hauling Fund

The City currently uses QuickBooks on a cash basis for accounting and outsources payroll to a local company. Interested parties will be provided the last 3 years of audited financial statements of the City of Cottleville and should request those by emailing amy.lewis@cityofcottleville.com.

The City’s fiscal year ends December 31st. Audit work typically begins in early April with the final audit reports provided no later than June 30th. All confirmation requests can be prepared by City staff.

Scope of Engagement

The City of Cottleville is in need of an annual audit in accordance with generally accepted accounting principles and standards of public financial reporting prescribed by the Governmental Accounting Standards Board (GASB), including necessary tests of accounting records and other audit procedures to render an opinion on the City’s financial statements as they relate to conformity with generally accepted accounting principles.

The auditors shall observe the adequacy of the systems of internal control. If weaknesses are noted, appropriate recommendations should be made and included in a separate report.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Subject Matter of Proposals

Office: 636-498-6565 • Fax: 636-498-6575
5490 Fifth Street • Cottleville, Missouri 63304
www.cityofcottleville.com

- Specific experience in governmental accounting and auditing including similar municipal experience.
- Resumes of key personnel to be assigned to engagement.
- Timelines of audit work and reports.
- Description of audit approach.
- Relevant training of local staff.
- Fee and payment terms, by year, for fiscal years ending 2023, 2024, and 2025. The fee shall include audit work, assistance in preparation of the annual report, all typing, printing and binding and any related meetings with City Officials required to prepare and submit the report.

Rules of Submission


The City requests a sealed ***Proposal to Provide Audit Services (see Exhibit A)***. Proposals must be received in the office of the City Clerk, City of Cottleville, 5490 5th Street Cottleville, MO 63304, no later than 5:00 p.m. on December 8, 2023. The proposal should be sealed and clearly marked “***AUDIT PROPOSAL***,” on the outside of the envelope. Should no proposals be submitted the rules of submission will be extended.

Proposals may be withdrawn by notifying the City in writing prior to the submission deadline.

The City reserves the right to reject any or all bids, to waive any irregularities or informality in any bids or in the bidding, and to accept or reject any item or combination of items. The award of bid, if made by the City of Cottleville, will be to the qualified bidder whose bid best complies with all the requirements set forth in the bid document and whose bid in the opinion of the City of Cottleville is the best bid taking into consideration all aspects of the bidder’s response.

Please contact my office for answers to any questions regarding this request for proposal, (636) 498-6565 extension 5.

Respectfully,



Amy Lewis
City Clerk-Treasurer

Exhibit A

General Information

Name of Firm: _____

Address: _____

Federal Tax Identification Number: _____

Name of Official Completing the Proposal: _____

Title _____

Telephone Number: _____

Signature _____

Date: _____

Name of Alternate Contact Person: _____

Title _____

Telephone Number: _____

Proposed Audit Fees:

Fiscal Year Ended June 30, 2023: \$ _____

Fiscal Year Ended June 30, 2024: \$ _____

Fiscal Year Ended June 30, 2025: \$ _____