



**CITY OF WEYAUWEGA, WISCONSIN
REQUEST FOR PROPOSALS - AUDIT & NON-AUDIT SERVICES
February 17, 2025**

Contact Person:
Becky Loehrke, City Clerk
(920) 867-2630
bloehrke@cityofweyauwega-wi.gov

Proposals due: Friday, March 28, 2025 at 12:00 pm CST

*Late proposals will be rejected

**CITY OF WEYAUWEGA
REQUEST FOR PROPOSALS – AUDIT & NON-AUDIT SERVICES**

Release Date: February 17, 2025

Closing Date and Time: Friday, March 28, 2025 at 12:00 pm CST

The City of Weyauwega (City) is issuing this Request for Proposal (RFP) for the purpose of retaining a Certified Public Accounting firm (Firm) to provide auditing and specified non-audit services for the City. The agreement will be for a five-year period, to include audit years 2025-2029. The City may terminate the agreement by providing sixty (60) days' written notice prior to the end of the City's fiscal year, December 31st.

All correspondence, questions and additional information regarding this RFP should be sent via email to Becky Loehrke, City Clerk, bloehrke@cityofweyauwega-wi.gov.

To be considered, five (5) copies of the sealed proposal and one (1) electronic copy must be received at the City of Weyauwega City Hall, by 12:00 pm on Friday, March 28, 2025. No late proposals will be accepted. No fax proposals will be accepted. Proposals should be delivered to:

City of Weyauwega

City Clerk

AUDIT SERVICES

P.O. Box 578

109 E. Main Street

Weyauwega, WI 54983

Or electronically to: bloehrke@cityofweyauwega-wi.gov

Proposals shall be clearly marked on the envelope or in the subject line as "AUDIT SERVICES." Proposals will not be reviewed until the RFP closing date and time. From the date the RFP is issued until a contract is executed, communication regarding this project between potential vendors and individuals employed by the City of Weyauwega is prohibited. Only written communication via email to: bloehrke@cityofweyauwega-wi.gov is permitted.

INTRODUCTION

The City of Weyauwega, a municipality in Waupaca County, Wisconsin, serves approximately 1,760 citizens. The City is overseen by a six-member Common Council and a Mayor. Day-to-day operations of the City are overseen by full-time employees who report directly to the Mayor. Fiscal operations are overseen by the City Treasurer.

The City currently has a general operating fund, a capital project fund, a general debt service fund, three special revenue funds, two major enterprise funds consisting of water utility and sewer utility, and three Tax Incremental Districts (TID).

The computer program currently used by the City for financial accounting is Workhorse.

A copy of the 2023 audited financial statements and supplementary information is available on the City's website: <https://www.cityofweyauwega-wi.gov/city-budget>

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing principles (GAAP) as set forth by the American Institute of Certified Public Accountants, in conformation with the statements issued by the Governmental Accounting Standards Board (GASB), the financial audit standards set forth by the General Accounting Office (GAO) Government Auditing Standards, and audit guides as amended or totally revised from time to time by the respective state, federal, or governing agency.

The City reserves the right to reject any or all proposals submitted, wholly or in part. Proposals submitted will be screened by an evaluation team (or Finance Committee). Finalists may be requested to make a presentation to an evaluation team (or Finance Committee) the week of April 7, 2025. The Finance Committee plans to make a recommendation to the Common Council for approval at the April 21, 2025, Common Council meeting.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal or presentation regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the letter of engagement or contract between the City of Weyauwega and the firm selected.

It is anticipated after the selection of a firm is completed that a contract or engagement letter, if necessary, will be executed between the parties.

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

If a firm submitting a proposal intends to subcontract any portion of the audit, the name of the proposal subcontracting firm must be identified in the proposal.

SCOPE OF REQUIRED SERVICES

Base Services

1. The City of Weyauwega desires a complete and comprehensive audit examination of the financial statements, related notes, and supplemental information for each of the entity's funds for each of the years ending December 31, 2025, through 2029 in accordance with generally accepted auditing standards and Government Auditing Standards, as required.
2. Preparation and production of the City of Weyauwega financial statements, related notes, and supplementary information of review and approval by the City. The City will provide trial balances, detail ledger reports, certain statistical data, and other reports as required for the basis of the report. The City will also update the information contained in the Management Discussion & Analysis, based on draft financial statements provided by the auditors, for inclusion in the final report.
3. Preparation of depreciation schedules in accordance with standards set by the Public Service Commission of Wisconsin for the Water Fund and Sewer Fund, and in accordance with information provided by the City regarding the method and rate of depreciation and the salvage value of assets for other funds.
4. Preparation of adjusting journal entries to include, but not limited to, GASB, pension, depreciation, compensation absences, and contributed assets. The City participates in the Wisconsin Retirement System (WRS) and the Wisconsin Deferred Compensation (WDC) programs.
5. Maintenance of a capital asset listing for governmental funds to be provided to the City in Excel format upon completion of each annual audit report. The City will provide the initial governmental fund asset listing in Excel, as well as annually provide a listing of capital asset additions and deletions in each fiscal year.
6. A management letter addressing reportable conditions, if needed, and any recommendations regarding improvement of internal controls, cost control or revenue enhancement suggestions, or other financial management issues should be provided.
7. The Firm is also expected to be available for occasional consultation on accounting, budget, or other related financial issues throughout the year. The cost of such consultation should be included in the base proposals.
8. Ten (10) copies of the audit report, to include components specified above, are required. An electronic PDF of the report is required for filing and publication on the City website.

Audits should each be an annual compliance audit covering the entire operations of the City and include an executive summary, management representation letter, table of contents, independent auditor's report, management's discussion and analysis, basic financial statements, required supplementary information, notes to basic financial statements and required supplementary information, supplementary information, auditor's report on the study and evaluation of the systems of internal control and auditor's report of compliance with laws and regulations. Audit reports are expected to be substantially similar to reports provided in previous years and should include year-to-year comparisons where feasible.

The City periodically prepares official statements in connection with the sale of debt securities that will contain the general purpose financial statements and the auditor's report thereon. The Firm shall, if required, by the fiscal advisor and/or underwriter, provide consent to reproduce their report on the general purpose financial statements in the financing document.

Additional Services

The Firm will prepare the Municipal Financial Report Form (Form C) for the City of Weyauwega in accordance with the Wisconsin Department of Revenue's requirement. The form and financial account groupings should be prepared for the City's review and approval prior to submission. The cost of preparing the Form C report should be shown as an additional audit services quote.

The Firm will prepare the annual Water Utility financial report in accordance with the Public Service Commission (PSC) of Wisconsin requirements. The form and financial account groupings should be prepared for the City's review and approval prior to submission. The cost of preparing the PSC report should be shown as an additional audit services quote.

The cost of completing a Single Audit, if applicable, should be shown as an additional audit services quote.

The City reserves the right to decline any "Additional Services" in a given year with at least 60 days' notice prior to the close of the applicable fiscal year.

AUDIT TIMELINE

- Interim work to be scheduled in mid-to-late October.
- Final audit field work is to be conducted in mid-February, with on-site field work expected to be completed within one week.
- Preliminary draft financial statements, adjusting journal entries, management letter, auditor's reports, and any reports prepared under "Additional Services," if applicable, are to be reviewed and approved by the City Treasurer.
- The final draft audit examination, financial statements, forms, accountant's report, and management letter for each fiscal year period ending December 31, shall be completed and available for review by the City at least two weeks prior to the required filing deadline.
- The final audit is to be finalized and available for distribution and presentation to the Common Council no later than June.

GENERAL PROPOSAL REQUIREMENTS

1. The firm name, address, and specific municipal audit experience in Wisconsin.
2. Name, phone number, and email address of primary contact related to the proposal.
3. A description of the firm's capabilities and qualifications as well as a detailed resume of the person(s) expected to be providing services to the City.
4. Detailed description of services to be provided.
5. Description of any administrative requirements of the firm.
6. Detailed cost proposal providing an hourly charge, estimated time to be spent and a final not-to-exceed amount for each of the five (5) years. The information should include information on hourly rates charged for various services or by various individuals, mileage/travel and reimbursables.
7. At least five (5) municipal references of similar size and complexity to the City of Weyauwega including names and contact information.

SELECTION CRITERIA

In evaluating proposal costs will be an important factor but will not be the sole deciding criteria. The following criteria will be considered in the proposal review process:

Proposal Format
Qualifications of Work Team
Firm Resources
References
Price

TIME SCHEDULE

The City anticipates the following timetable:

- March 28, 2025 - Deadline for Receipt of Proposals.
- April 8, 2025 – Review by Finance Committee and recommendation to Common Council.
- April 21, 2025 – Review by Common Council for consideration and possible award.

INQUIRIES

Inquiries regarding this RFP should be directed to:

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109 E. Main Street
Weyauwega, WI 54983
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