

NOTICE TO BIDDERS  
PINER-OLIVET UNION SCHOOL DISTRICT CONTRACT FOR  
ANNUAL AUDIT

Notice is hereby given that the Piner-Olivet Union School District, hereinafter referred to as the District, pursuant to Education Code Section 41020, et seq. invites proposals for furnishing auditing services to the District for the 2024-25 annual Financial Audit as specified in the Standards and Procedures for Audits of California K-12 Local Educational Agencies by the State Controller of the State of California, and such other publications on school district audit procedures as have been or shall be issued during the period of this contract. The audit must be performed in accordance with generally accepted auditing standards for financial and compliance audits, as promulgated by the U.S. General Accounting Office (GAO) in Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, the standards issued by the Office of the State Controller, and by the requirements established by the Single Audit Act.

Proposals must be presented to Piner-Olivet Union School District by 4:00 p.m., Friday, August 30, 2024, and shall be in a sealed envelope clearly marked "Audit Proposal" addressed to Piner-Olivet Union School District, Business Services Division, 3450 Coffey Lane, Santa Rosa, CA 95403-1919, Attention: W. James Donner, CBO.

Proposals shall be submitted in accordance with the contract documents on file and available at the address shown above and shall be made available upon request to all interested auditors.

Proposals will not be accepted from any person/firm who was not issued documents by the District.

The District reserves the right to reject any or all proposals or to waive any irregularities therein. No proposal shall be withdrawn for a period of sixty (60) days after the date set for the opening of proposals.

Dr. Tony Roehrick  
Superintendent

## **PINER-OLIVET UNION SCHOOL DISTRICT**

### **GENERAL CONDITIONS**

1. All proposals must be submitted upon forms furnished by Piner-Olivet Union School District.
2. Proposals shall be accepted based partially on the lowest total dollar amount.
3. All proposals shall be sealed, clearly marked "Audit Proposal" and addressed to Piner-Olivet Union School District, Attn: W. James Donner, CBO, 3450 Coffey Lane, Santa Rosa, CA 95403.
4. All proposals shall be delivered, in person or by mail, by (or before) 4:00 p.m., Friday, August 30, 2024, to Piner-Olivet Union School District, 3450 Coffey Lane, Santa Rosa, CA 95403, at which time and place no further proposals will be accepted or corrections permitted, and those proposals received will be opened, read aloud, and tabulated.
5. Action shall be taken on proposals received by Piner-Olivet Union School District within thirty (30) days after the closing date of bid. Audit firms and others interested may inspect proposal tabulations after this thirty-day period.
6. Prices quoted and notations must be entered only in ink (pen, printer or typewriter). Erasures will void the entire proposal. Errors may be corrected by crossing out and inserting correction with the appropriate initial adjacent thereto.
7. The successful audit firm may not assign the contract to any other party or parties without the express written consent of the District.
8. The documents associated with this proposal shall be considered a part of the awarded contract. The documents involved are the Notice, Request for Proposals, General Conditions, Proposal Form, Request for Statement of Qualifications, Audit Agreement, Prior Year Audit Information, and other documents such as addendums, if needed.
9. Subject to agreement by the successful audit firm and the district, the District retains the option, if exercised by February 15, to extend this contract for one year periods to include the 2025-26 and 2026-27 school years.
10. THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS, OR ANY OR ALL ITEMS OF ANY PROPOSAL, OR TO WAIVE ANY IRREGULARITY THEREIN.

# Request for Proposals

## CONTRACT FOR ANNUAL AUDIT

**DUE DATE: August 30, 2024  
4:00 PM**

Piner-Olivet Union School District  
3450 Coffey Lane  
Santa Rosa, CA 95403

Attn: W. James Donner, CBO

# REQUEST FOR PROPOSALS

## PINER-OLIVET UNION SCHOOL DISTRICT CONTRACT FOR ANNUAL AUDIT

### **Background**

Piner-Olivet Union School District (The District) is composed of three elementary schools and two charter schools, grades 7-8 and 7-12. The schools share a governing board, administration, and staff. The financial statements of Piner-Olivet Union School District include the financial activities of the elementary and charter schools.

The P-2 attendance for the 2023-24 fiscal year totaled 1,150, including the charter schools.

The annual audits shall include all funds and reporting entities of the District, including, but not limited to:

#### Governmental Fund Types

- a. General Fund
- b. Charter School Funds
- c. Cafeteria Fund
- d. Deferred Maintenance Fund
- e. Special Revenue Fund
- f. Bond Interest and Redemption Fund
- g. Capital Facilities Account Fund

Federal funds received by the District include, but are not limited to: NCLB (Title I), Teacher Quality and Education Technology (Title II), Limited English Proficient (Title III), Student Support and Academic Enrichment (Title IV), Special Education, and Child Nutrition programs. State programs include but are not limited to, Special Education.

The District employees about 150 people, with approximate salaries and benefits of \$12 million dollars and a total General Fund operating budget of approximately \$18.6 million dollars.

### **General Requirements**

Education Code Section No. 41020 requires that the District shall provide for an audit of the books and accounts of the District and the audit shall include all funds of the District, including student body and cafeteria funds (accounts), and any other funds under the control or jurisdiction of the District.

The audit shall be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit procedures required by the State Controller of the State of California as detailed in the publication *Standards and Procedures for Audits of California K-12 local Educational Agencies*; Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*; and such other publications on school district audit procedures as have been or shall be issued during the period of this contract. The scope of the audit shall not be limited to that provided in the aforementioned publications in the event that in the opinion of the auditor particular circumstances warrant extension thereof. The audit shall include all funds under the

control or jurisdiction of the District. Each audit shall also include an audit of pupil attendance procedures. The audit shall be made by a certified public accountant (CPA) or public accountant (PA), licensed by the California State Board of Accountancy, and selected by the District and deemed by the State Controller as qualified to conduct audits of local educational agencies, as published each year.

#### Statement of Qualifications

Accounting firms submitting proposals shall also furnish the information required on the Statement of Qualifications Form attached to this proposal. The District is interested in securing the services of an auditing firm which has demonstrated high level auditing experience in California school districts, in order to secure a comprehensive and detailed audit of the District's accounts and records. Selection will be made based on an evaluation of the entire information supplied in the statement of qualifications and not solely on the basis of the lowest bid. Firm organizational structure will be evaluated with respect to ability to meet deadlines and ability to meet other consulting needs of the District (i.e., staff training, board presentations, etc.)

#### Bid Submission

Sealed proposals must be presented to the Piner-Olivet Union School District District Office by 4:00 p.m., Friday, August 30, 2024, and shall be in a sealed envelope clearly marked "Audit Proposal" addressed to:

Piner-Olivet Union School District  
Business Services  
Attention: W. James Donner, CBO  
3450 Coffey Lane  
Santa Rosa, CA 95403

The proposal shall be submitted on the form attached to this request. Please submit one copy of your completed attached form, your "Statement of Qualifications," and any additional informational documentation you wish to include. An electronic version of the proposal form is available upon request, 707-522-3008.

#### Additional Information

The proposal information packet includes:

Notice to Public  
Request for Proposals  
General Conditions  
Proposal Form  
Statement of Qualifications  
Audit Agreement

Prior year audit information including the following:

1. Auditor's report on the financial statements
2. Statement of Revenues, Expenditures, and Changes in Fund Balance for the General Fund and Non-Major Governmental Funds
3. Schedule of Average Daily Attendance

Note: Copies of prior year audit reports are on file and available for review at the District Office.

**STATEMENT OF QUALIFICATIONS  
PINER-OLIVET UNION SCHOOL DISTRICT CONTRACT FOR ANNUAL AUDIT**

1. Name of Firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone No. \_\_\_\_\_
4. Name of partner who will have primary responsibility for the audit:  
\_\_\_\_\_
5. Names of personnel with their classifications who will be assigned to the audit:

Indicate the experience of the firm's staff members who will be assigned to this audit in the areas of California school district audits or governmental agency audits:

Name	Classification	Experience in School District Audits
_____	_____	_____
-	-	-
_____	_____	_____
-	-	-
_____	_____	_____
-	-	-
_____	_____	_____
-	-	-
_____	_____	_____
-	-	-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. List of California School District Audits the firm has performed within the last three years (indicate those audits performed by the local office).

District	Year(s) Audited
_____	_____
_____	_____
_____	_____

7. List of California School Districts for which the firm has performed an audit and may be called for references: (List contact name and phone number for each District listed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. List of other governmental agency audits performed by the firm or now under contract to perform (indicate those audits performed by the local office):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List any school district audits that were not filed by the December 15<sup>th</sup> due date (include reason):

\_\_\_\_\_  
\_\_\_\_\_

10. List any school district audits performed by your firm that were not certified by the Office of the State Controller:

\_\_\_\_\_  
\_\_\_\_\_

11. Provide a work plan including time estimates and completion dates for each significant segment of the work and staff level to be assigned. Additional paper may be used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Additional comments regarding qualifications:

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

By: \_\_\_\_\_

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

Title: \_\_\_\_\_



**PROPOSAL FOR  
PINER-OLIVET UNION SCHOOL DISTRICT CONTRACT FOR ANNUAL AUDIT**

Submitted herewith is our proposal to perform the annual Financial and Compliance Audit for the Piner-Olivet Union School District located in the County of Sonoma for the school year beginning July 1, 2024.

Piner-Olivet Union School District is composed of three elementary schools of approximately 860 students, and two charter schools, grades 7-8 of approximately 200 students and grades 7-12 of approximately 140 students, all governed in common by a five-member Board of Education. All schools are jointly administered by one central office staff.

We propose to conduct the prescribed audit and submit the audit report in compliance with generally accepted auditing standards and shall include the audit procedures required by the State Controller of the State of California as detailed in the publication Standards and Procedures for Audits of California K-12 Local Educational Agencies and State Compliance Reporting and such other publications on school district audit procedures as have been or shall be issued during the period of this contract. The audit shall be performed in accordance with generally accepted auditing standards for financial and compliance audits, as promulgated by the U.S. General Accounting Office (GAO) in Governmental Auditing Standards, and the standards issued by the Office of the State Controller. In addition, the audit shall be in accordance with the requirements established by Title 2 U.S. *Code of Federal Regulations* Part 200 (Uniform Guidance), and any Education Code requirements pertaining thereto.

The scope of the audit shall not be limited to that provided in the aforementioned publications in the event that in the opinion of the AUDITOR particular circumstances warrant extension thereof.

The audit shall include all funds of the District, including, but not limited to General Fund, Cafeteria Fund, Special Reserve Fund, Building Funds, Charter School Funds, Bond Interest and Redemption Fund, Student Body Funds, and any other funds under the control or jurisdiction of the district. Each audit shall also include an audit of attendance procedures.

The audit shall be made by a Certified Public Accountant, or Public Accountant, licensed by the State Board of Accountancy.

The undersigned agrees to perform the audits specified at a total cost not to exceed the figures indicated, including all costs of conducting the audit, including the appropriate number of copies of the Audit Report unless circumstances disclosed by the audits indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances in which case a negotiated rate of compensation will be agreed upon prior to commencement of the additional verification.

The audit shall be performed in accordance with the requirements outlined in the Piner-Olivet Union School District Audit and shall be performed by the personnel identified in the Statement of Qualifications. The firm will enter into an agreement with Piner-Olivet Union School District, titled Audit Agreement.

<u>District</u>	<u>2023-24 ADA (P-2)</u>	<u>Proposal Amount</u>	<u>Estimated hours needed to complete audit</u>
Piner-Olivet Union School District	1,150	_____	_____

The audit will be performed in accordance with the requirements outlined in the Piner-Olivet Union School District Contract for Annual Audit and will be performed by the personnel identified in the Statement of Qualifications. The Firm will enter into agreement with the Piner-Olivet Union School District titled Audit Agreement.

\_\_\_\_\_ By \_\_\_\_\_  
Name of Accounting Firm

## AUDIT AGREEMENT

THIS AGREEMENT, made and entered into between the Piner-Olivet Union School District, hereinafter referred to as DISTRICT, and \_\_\_\_\_, Certified Public Accountants/Public Accounts, hereinafter referred to as AUDITOR.

WITNESSETH:

AUTHORITY

WHEREAS, by Section 41020, as amended, of the Education Code, providing in part that:

NOT LATER THAN THE FIRST DAY OF MAY OF EACH FISCAL YEAR EACH COUNTY SUPERINTENDENT OF SCHOOLS SHALL PROVIDE FOR AN AUDIT OF ALL FUNDS UNDER HIS JURISDICTION AND CONTROL AND THE GOVERNING BOARD OF EACH DISTRICT SHALL EITHER PROVIDE FOR AN AUDIT OF THE BOOKS AND ACCOUNTS OF THE DISTRICT, INCLUDING AN AUDIT OF SCHOOL DISTRICT INCOME AND EXPENDITURES BY SOURCE OF FUNDS, OR MAKE ARRANGEMENTS WITH THE COUNTY SUPERINTENDENT OF SCHOOLS HAVING JURISDICTION OVER THE DISTRICT TO PROVIDE FOR SUCH AUDITING. IN THE EVENT THE GOVERNING BOARD OF THE SCHOOL DISTRICT HAS NOT PROVIDED FOR AN AUDIT OF THE BOOKS AND ACCOUNTS OF THE DISTRICT BY APRIL 1, THE COUNTY SUPERINTENDENT OF SCHOOLS HAVING JURISDICTION OVER THE DISTRICT SHALL PROVIDE FOR THE AUDIT.

And further providing that:

The audits shall be made by a certified public accountant or a public accountant licensed by the State Board of Accountancy.

### COMPETENCY OF PARTIES

WHEREAS, it is the intention of the DISTRICT to comply with the provisions of Section 41020 of the Education Code and provide for an audit of the books and records of the school district and

WHEREAS, the AUDITORS are Certified Public Accountants/Public Accountants duly authorized to practice and licensed as such by the State Board of Accountancy.

### CONSIDERATION

THEREFORE, for and in consideration of the mutual covenants, conditions, and promises hereinafter contained, the DISTRICT hereby employs the AUDITOR, and the AUDITOR hereby accepts employment, to audit all books and accounts of the district in the following manner and upon the following conditions:

### AUDIT PROCEDURES AND SCOPE

The audit shall be made in accordance with generally accepted auditing standards and shall include, to the extent applicable, the audit procedures required by the Controller's Office of the State of California as detailed in the Department's publication, Standards and procedures for Audits of California K-12 Local Educational Agencies and generally accepted governmental auditing standards for financial and compliance audits as promulgated by the U.S. General Accounting Office (GAO), Government Auditing Standards, the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, issued by the U.S. Office of Management and Budget (OMB), and such other publications on school district audit procedures as have been or shall be issued during the period of this contract. The Scope of audit shall not be limited to that provided in the aforementioned publications in the event that in the opinion of the AUDITOR, particular circumstances warrant extensions thereof.

In addition, the AUDITOR shall notify DISTRICT of any circumstances not audited, but which in the best professional judgment of the AUDITOR may warrant further investigation or audit. In such case, DISTRICT and AUDITOR may agree to further compensation if additional investigation is ordered by the DISTRICT.

The audit shall include all funds of the DISTRICT, including, but not limited to, the General Fund, Special Reserve Funds, Building Funds, Bond Interest and Redemption Funds, Cafeteria Funds, Student Body Funds, Federal programs, and all other funds and/or accounts under the control of the governing board of the school district.

The audit will include: a management letter which points out areas of material weaknesses in internal control systems: comments on areas of possible improvements in systems, procedures, and management practices, identification of possible violations of financial and accounting related regulatory provisions, if appropriate.

An audit is not a guarantee of the accuracy of the financial statements.

The ordinary examination directed to the expression of an opinion on financial statements is not primarily or specifically designed, and cannot be relied upon to disclose defalcations and other similar irregularities. However, if any irregularities come to the attention of the AUDITOR during the course of examination, they will promptly be brought to the attention of officials at the appropriate level within the DISTRICT.

The period to be audited shall be for the term beginning July 1, 2024, which is subject to extension if exercised by the DISTRICT by February 15 of each of two consecutive years, if agreeable to the AUDITOR and the DISTRICT.

In cases wherein the auditor can and does place reliance upon the work of a state agency, another individual accountant or firm of public accountants or certified public accountants, he shall state in his report the extent of such reliance and shall name the agency, accountant or accountants upon whose work he relies. Nothing in this paragraph shall be construed to limit the responsibility of the AUDITOR or to obligate him to accept or perform work which is not in compliance with the specifications of the engagement.

Report processing will be done by the AUDITOR. The AUDITOR will review and edit/proof the report with the DISTRICT and prepare final bound reports from final corrected copies. **The DISTRICT shall receive a draft of the audit no later than November 15, 2025. The DISTRICT shall receive the final audit report no later than December 15, 2025.**

#### FORM AND CONTENT OF REPORTS

Form and content of audit reports shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the Controller's Office of the State of California under Education Code Section 41020, and as detailed in the Department's publication titled Standards and Procedures for Audits of California K-12 Local Educational Agencies and State Compliance Reporting.

In the event that circumstances disclosed by the audits indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, it is agreed that such extended verification shall be agreed upon by both parties prior to commencing the additional verification.

#### RENDERING OF REPORTS

In accordance with Education Code 41020 et. seq., the audit shall be completed, and the audit reports shall be delivered in the manner and to the parties set forth, not later than December 15 of each of the years covered by this contract unless modified by the Controller's Office of the State of California. AUDITOR must send the required number of reports to the appropriate agencies.

## COMPENSATION

Said auditing services agreed to be done and performed by the AUDITOR shall be performed by the AUDITOR with the aid and assistance of such accountants and clerical employees as shall be employed and paid by the AUDITOR.

The total amount which may be expended pursuant to this contract shall not exceed the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) for the audit of the fiscal year ended June 30, 2025.

The amount to be expended during successive years are as follows:

Renewal Option 1: Audit Services Fee not to exceed \$ \_\_\_\_\_ for the audit of the fiscal year ended June 30, 2026.

Renewal Option 2: Audit Services Fee not to exceed \$ \_\_\_\_\_ for the audit of the fiscal year ended June 30, 2027.

In the event that circumstances disclosed by the auditor indicate that substantial additional work is required beyond that which would be sufficient under ordinary circumstances, the auditor agrees to provide the Superintendent with all facts relative to the extraordinary circumstances to complete the annual audit, together with an estimate of the additional cost thereof.

It is further agreed that the aforesaid fee shall be billed and paid for on a progressive basis, as follows:

- (a) On the last day of each succeeding month, such billing will be made from 90% of the hours worked.
- (b) On the last day of each succeeding month, such billing will be made for 90% of hours worked, the total of (a) and (b) not to exceed 90% of the above outside commitment of \_\_\_\_\_ (\$ \_\_\_\_\_) for the June 30, 2025 audit. The final billing shall be deferred until the said audit report has been delivered by the AUDITOR to the specified district.
- (c) In accordance with the Education Code Section 14505 as amended, the following provisions shall apply:
  - (1) Ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller.
  - (2) Fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the State Controller's Audit Guide.
- (d) Multi-year contract shall be null and void if a firm or individual is declared ineligible to perform LEA audits pursuant to Education Code Section 41020.5.

It is further agreed that the aforesaid total fees for the June 30, 2025 audit shall include any consultations on the audit report or reports, or any revisions thereof or the furnishing of any additional data in connection therewith, as may be required by the Controller's Office of the State of California.

It is further agreed that the DISTRICT shall provide adequate office facilities (exclusive of equipment, supplies, or services) for consummation of work hereunder without charge to the AUDITOR.

It is further agreed that in accordance with Education Code 14504, the State Controller upon request shall be granted access to audit workpapers prepared by the AUDITOR. Workpapers and report shall be retained for a minimum of three years by the AUDITOR unless notified by the State Controller of the need to extend the retention period.

FILING OF REPORTS

Copies of the report on examination herein required to be made shall be prepared and substantially bound and delivered by the AUDITOR for filing with each of the following offices and departments;

1. County Superintendent of Schools
2. State Controller
3. California Department of Education – School Fiscal Services Division
4. Federal Audit Clearing House
5. Ten (10) bound copies and one (1) electronic copy for the District and Governing Board.
6. Any other Offices as required by the State Controller of the State of California as detailed in the publication Standards and Procedures for Audits of California K-12 Local Educational Agencies and State Compliance Reporting.

REPORT DUE DATE

Education Code Section 41010, as amended, requires that audit reports shall be filed with the County Superintendent of Schools, the State Department of Education, and the State Controller’s Office no later than December 15, following the close of the fiscal year. All audit reports for the fiscal year ended June 30, 2025 will be due to the above agencies on December 15, 2025. The DISTRICT shall receive a draft of the audit no later than November 15, 2025 and a final audit report no later than December 15, 2025.

IN WITNESS WHEREOF, said parties to this agreement have executed these presents, and hereunto set their hands all on the day and year herein first above written.

SUPERINTENDENT  
PINER-OLIVET UNION SCHOOL DISTRICT

AUDITING FIRM

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_