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# TIMBERLANE REGIONAL SCHOOL DISTRICT

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## REQUEST FOR PROPOSAL

### INTERNAL CONTROLS REVIEW

The School Board of the Timberlane Regional School District (the “District”) is requesting proposals from qualified auditors for services to conduct a review of the District’s internal control environment, to evaluate existing controls over both monetary and physical assets, to evaluate areas of risk, and to propose recommendations for best practices where applicable.

**Proposal information:** Sealed proposals will be opened at the Administrative Offices located at 30 Greenough Road, Plaistow, NH 03865 at **3:00pm** on **June 8, 2018**. Members of the Public are welcome. A copy of this Request for Proposal for Internal Controls Review can be found at: <http://www.timberlane.net/rfp/>

All bidding is subject to District Policy DJE “Bidding Requirements”. For further information: <https://public.timberlane.net/sau/trsb/Policies/Section%20D%20-%20Fiscal%20Management/DJE%20Bidding%20Requirements.pdf>.

**District Information:** As the regional school district for Atkinson, Danville, Plaistow and Sandown, New Hampshire the District is comprised of 3,500 students. In addition to a Pre-K to Grade 5 elementary school in each town, the District operates a regional middle school, a regional high school and a Kindergarten and Pre-K learning center. The District’s fiscal year 2017-2018 budget is \$71.759M. All administrative functions, including finance, accounting, payroll, human resources, and transportation services are provided by School Administrative Unit #55, which is located on the District’s main campus. Individual schools handle various activity accounts as well as certain tuition billing.

**Auditor Qualifications:** The successful respondent will be licensed for public practice as a Certified Public Accountant in the State of New Hampshire. The successful respondent will meet all industry independence requirements, will have knowledge of the standards of the Governmental Accounting Standards Board and the Government Finance Officers Association, of the standards and internal controls required by federal and state authorities, and will have at least five years’ experience with school districts, preferably with school districts of similar size.

**Requirements for Review:** The review will consist of a review of entity level controls, general ledger, financial reporting, budgeting, and treasury functions. The review will also examine and test the purchasing, payables, and disbursement cycles as well as student activities and grant accounting.

**Evaluation Criteria and Timeframe:** Responses should include an hourly billing rate and an anticipated total fee or not-to-exceed fee. Proposals will be reviewed by the School Board and members of administration. Factors to be evaluated are knowledge and experience with similar governmental clients and engagements, availability, and cost. The School Board anticipates selecting a firm not later than two (2) weeks from the response due date. Work would be anticipated to commence not longer than 90 days from the date of selection. The School Board reserves the right to accept any proposal as it sees fit, and reserves the right to accept no proposals at all and issue another request for review of internal controls.

**Deliverable:** The successful respondent will issue a report of the following:

- Current conditions of the areas reviewed;
- Testing methodology and procedures;
- Areas of deficiency/improvement;
- Suggested corrective actions based on school district and governmental best practices focusing on internal controls and operational efficiency.

The successful respondent will retain work papers for not less than three (3) years from the date of completion of the report.

Should you have questions relating to this Request for Proposal, please contact Geoffrey Dowd, District CFO/Business Administrator, at 603-382-6119 x2226 or at [Geoffrey.Dowd@SAU55.net](mailto:Geoffrey.Dowd@SAU55.net).