



REQUEST FOR PROPOSAL

Financial Auditing Services
Fair Oaks Recreation and Park District
&
Fair Oaks Recreation Foundation

SEALED SUBMITTALS DUE: Friday, August 8, 2025 5:00PM

CONTACT:

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SECTION 1. PROJECT DESCRIPTION

The Fair Oaks Recreation and Park District, hereinafter called the “DISTRICT”, is seeking proposals for independent financial auditing services for the Fair Oaks Recreation and Park District & Fair Oaks Recreation Foundation. The term of the agreement shall cover audits for five fiscal years (fiscal years ended June 30, 2024, 2025, 2026, 2027, and 2028) and work shall commence in approximately November of each year beginning in 2025 other than fiscal year 2023-2024 which shall commence as soon as the contract begins.

The purpose of the independent financial audit services will be to: 1) submit the Special District's Financial Transactions Report to the State Controller's Office 2) prepare the financial audit for each fiscal year during the term of the agreement and express an opinion on the fairness of the presentation of the District's general-purpose financial statements.

SECTION 2. BACKGROUND

The Fair Oaks Recreation and Park District is an independent special district in the County of Sacramento and has been serving the community of Fair Oaks since 1945. The District has a governing body of a five (5) member Board of Directors elected at large with four (4) year staggered terms. The District provides a wide range of recreation programming, including special events, day camps, teen programs and trips, adult sports leagues, senior activities, youth programs and leisure enrichment classes. The District currently owns 123 acres of parkland, comprised of ten (10) developed parks and eight building facilities. The District utilizes three (3) Landscape and Lighting District's for funding operations within the Fair Oaks Recreation and Park District in addition to recreation service charges, facility rental fees and property tax revenues. The District's treasurer and financial transaction processor is the County of Sacramento. The County is responsible for the collection of property taxes and finalization of payroll, accounts receivable and accounts payable. The District's general ledger is also maintained by the County on its accounting and reporting system.

SECTION 3. SCOPE OF WORK

The auditor is to perform an audit of the District's financial transactions and prepare the financial statements for the Fair Oaks Recreation and Park District and the Fair Oaks Recreation Foundation. The audit must be performed in accordance with generally accepted auditing standards and will include all procedures necessary to express an opinion on the fairness of the general-purpose financial statements in accordance with generally accepted accounting principles. The audit work shall be performed during the following months; September 2025 (for fiscal year 2023/2024) December 2025 (for fiscal year 2024/2025), November 2026 (for fiscal year 2025/2026), November 2027 (for fiscal year 2026/2027), November 2028 (for fiscal year 2027/2028). Such services shall also include:

- Review of information prepared and provided by the District for consistency with the financial statements and documentation requirements generally accepted by auditing standards.
- Preparation of a management letter for the financial audit that provides an overview of the District's financial activities that

includes basic financial statement notations, financial highlights, and a financial analysis of the District.

- Review of the Appropriations Limit calculation and adoption requirements in accordance with Proposition Four and Government Code and provide a conclusion if the District is in compliance.
- Prepare the Special District's Financial Transactions Report for the District and electronically file the report with the California State Controller's Office upon review and approval of the District by the middle of September for each of the fiscal years that the audit is performed. Verification of proof of submission must be sent to the District by the end of September each year.
- Occasionally assist District Accounting Staff with non-routine and/or more complicated financial transactions.

The auditor is to prepare a draft version of the financial audit and management letter for District staff review. The draft version of the financial audit and management letter must be presented at a regularly scheduled Board meeting of the Fair Oaks Recreation and Park District within one year after the close of the District's fiscal year (during the term of the agreement). Upon Board approval the auditor must prepare and print ten (10) bound final versions of the financial audit and one (1) unbound final version of the report. The auditor must send one (1) bound final version of the report to the County of Sacramento Auditor Controller's Office, send one (1) bound final version to the California State Controller's Office, and submit the remaining eight (8) bound reports and one (1) unbound report to the District within thirty (30) days of Board approval. Verification of proof of submissions must be sent to the District.

SECTION 4. BASIS FOR COMPENSATION

The auditor's proposal shall be a fixed annual cost to perform the scope of services requested. The District shall prepare the agreement for services and payments to the auditor will be annual based on invoice.

SECTION 5. PROPOSAL REQUIREMENTS

5.1 Modifications

Auditor shall provide a description of any modifications to the audit proposal scope of services that the auditor believes shall improve the quality or effectiveness of the audit. The description should identify the impact on the agreement and cost that these modifications would have, if accepted.

5.2 Deliverables

Deliverables are included within the scope of work as described in section 3 above.

5.3 Related Experience

Provide a summary of similar audit services that the auditor has completed or is currently providing, including locations and customer contact. Identify team

members and percent of involvement and time commitment for each team member.

5.4 References

Provide a minimum of three references for which the auditor has provided similar services, include the name, address and telephone number of such reference.

5.5 Conflicts of Interest

The proposal should identify any actual, apparent, perceived or potential conflicts of interest that may result from the performance of the proposed services.

5.6 Insurance

The auditor shall carry insurance, during the term of this agreement as follows:

- Comprehensive general liability and property damage insurance policy in the amount of ONE MILLION DOLLARS (\$1,000,000) per occurrence. The District, and in their capacity as such, its officers, agents and employees shall be named as additional insured in said policy. The auditor shall file a certificate of said insurance with the District before audit commencement. Said insurance shall contain a clause prohibiting cancellation without (30) days advance notice to the District. A certificate of insurance showing compliance with these requirements shall be filed with the District.

SECTION 6. SUBMISSION REQUIREMENTS

Proposals must be received no later than Friday, July 18, 2025, at 5:00 p.m. No faxes shall be accepted but electronic submissions will be accepted. Proposals received after that date and time shall not be accepted. The proposals fixed annual cost, shall be submitted in a separate, sealed envelope from the proposal, or if submitted electronically, in a separate document. All proposals shall remain firm for 60 days following the closing date for receipt of proposals.

The auditor must provide one original and three copies of the proposal at the time of submission to:

Jennifer Larkin
Administrative Services Manager
Fair Oaks Recreation and Park District
4150 Temescal Street
Fair Oaks, CA 95628

Proposals may be submitted electronically to jlarkin@forpd.org.

All questions regarding the RFP should be directed to Jennifer Larkin by email at jlarkin@forpd.org. Deadline for questions is Monday, August 4, 2025, at 5 PM. All questions and answers will be posted on the District's website.

SECTION 7. SELECTION PROCESS AND SCHEDULE

The District will compile a panel to review each auditor's proposal individually to confirm submission requirements, review of scope, references and price. The District will conduct interviews with the top three auditors (if necessary). A tentative schedule is provided below to identify key items within the scope of work. The tentative schedule may be modified and clarified between the District and auditor selected during the term of the agreement.

6/27/2025 RFP document distributed.

8/4/2025 Last day for requests for clarification. Requests must be submitted by e-mail. Therefore, please include an e-mail address for ease of communication. Requests received after this date will not be responded to. All requests for clarification and responses will be shared with all firms by e-mail and posted on the District's website.

08/04/2025 Sealed bids and proposals due by 5:00 p.m.

08/12/2025 Panel interviews (if necessary).

08/15/2025 District staff selects auditing firm.

08/20/2025 Selected auditor proposal presented to District Board of Directors.

09/01/2025 Contract executed with auditor.

TBD Financial Transactions Report filed by Audit Firm

TBD Selected auditor provides list of needed items to perform audit.

TBD Selected auditor is provided list of needed items by the District

TBD Selected auditor performs on-site analysis by this date (could be more than one day).

TBD Selected auditor provides "draft" financial audit to District staff.

TBD Selected auditor meets with District (staff only) to present "draft" financial audit and allow for questions.

TBD Selected auditor provides revised "draft" financial audit to District staff.

TBD Selected auditor presents revised "draft" financial audit to Board of Directors for adoption and authorization of final audit production.

TBD Selected auditor provides final version of financial audit to District.

TBD Selected auditor submits one final version of financial audit to the California State Controller's Office with verification of proof of submission to the District.

TBD Selected auditor submits one final version of financial audit to the County of Sacramento Auditor Controller's Office with verification of proof of submission to the District.

SECTION 8. ADDITIONAL INFORMATION

The District reserves the right to:

- Reject any and all proposals, or any part thereof;
- Waive an informality in the proposals; and
- Accept the proposal that best meets the District needs.

All completed work becomes the property of the District.