



## **Request for Proposal for Independent Auditing Services Fiscal Years 2020 – 2022**

Dated: August 3, 2020

### Purpose of Request

The Broome County Land Bank Corporation (BCLBC) is soliciting proposals from qualified independent certified public accountants for the purpose of conducting an annual audit of the BCLBC's financial statements. The audit period shall cover the fiscal years 2020, 2021 and 2022.

### Background

The Broome County Land Bank Corporation was incorporated in 2013 and is a public benefit corporation chartered by the State of New York overseen by a nine-member board appointed by the Broome County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, the BCLBC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of placing such properties back to productive reuse.

Through an Administrative Services Agreement between the BCLBC and Broome County, the BCLBC is located within the County Office Building and receives administrative services and assets from the County. BCLBC records are maintained by staff and are formatted using a QuickBooks accounting system. The BCLBC is exempt from federal and state income taxes, as well as sales tax.

### Scope of Services

- Conduct the annual audit of the general purpose financial statements in accordance with Generally Accepted Auditing Standards issued by the Comptroller General of the United States and in accordance with the Statutory Requirements prescribed by the Office of New York State Comptroller and the NYS Authority Budget Office.

### Audit Report Requirements

The following reports are required at the completion of each fiscal year audit engagement:

- The auditor's opinion as to whether the general purpose financial statements present fairly the financial position and results of financial operations of the BCLBC in accordance with the generally accepted accounting principals for public authorities.
- Reports on compliance with laws, regulations and the provision of contracts and grant agreements. Reports on any non-compliance, which could have a material effect on the

financial statements, and any non-compliance, which could have a direct and material effect on any aspect of the statements.

- Schedule of findings and questioned costs.
- An auditor's statement as to whether an internal system of control exists.
- A management letter to the Board of Directors including comments or recommendations relative to improving financial and/or program management of the Land Bank.
- IRS Form 990 and NYS Attorney General CHAR Form 500 tax preparation.

Financial Statements must be filed with NYS annually by March 31<sup>st</sup> in order to comply with the Public Authorities Act. The selected firm is required to submit final audit documents to the BCLBC no later than March 1<sup>st</sup> every year.

The BCLBC's most recently completed fiscal year audit can be found on the BCLBC website at <http://broomelandbank.org/policies>, under "Key Financial Documents & Reports".

#### Proposal Requirements

1. Qualifications and Experience of the Firm, Partner and Staff.
  - Detail your firm's experience in providing auditing services to municipalities, other public authorities and/or public benefit corporations in the State of New York.
  - Identify the Partner, Manager and in-charge accountant who will be assigned to this engagement and provide biographies.
  - Indicate the breadth and depth of the firm's specialized resources for unique accounting or tax situations.
  - Indicate whether the firm has alliances or affiliations with other firms or organizations to share knowledge and resources.
  - Indicate whether the firm complies with independence requirements as required by the US Government Accountability Office's Government Auditing Standards and the Public Authorities law, adheres to the AICPA's Code of Professional Conduct and is licensed to practice public accounting/auditing in New York State.
  - Provide the names and contact information for other, similar clients of the partner and/or manager that will be assigned to our organization for reference purposes.

\*References may be included and bound at the end of the proposal.

2. Fee Proposal.

Firms should provide a fee schedule which include all costs to perform the audit, tax and compilation engagements as well as costs related to communications, on-site reviews and meetings.

Selection Criteria

1. Required proposal documents as stated above in "Proposal Requirements."
2. Experience with performing an audit and preparing tax documents of government entities, non-profit organizations, or public authorities, and, if applicable, other Land Banks.
3. Fee Proposal

Correspondence and Clarifications

All questions pertaining to this RFP shall be submitted on or before 4:00 p.m. on Friday, August 14, 2020 via email to Jessica Haas, BCLBC Executive Director at [jessica.nejeschleba@BroomeCounty.US](mailto:jessica.nejeschleba@BroomeCounty.US).

Submission of Proposal

Interested accounting professionals shall submit three (3) copies of their proposal to the BCLBC office by hand or mail by 4:00 p.m. on Wednesday, September 2, 2020 to:

Jessica Haas  
Broome County Land Bank Corporation  
60 Hawley Street, 5<sup>th</sup> Floor  
Binghamton, NY 13901

Each respondent is requested to send an electronic version of its proposal to [jessica.nejeschleba@BroomeCounty.US](mailto:jessica.nejeschleba@BroomeCounty.US) no later than 4:00 p.m. on Wednesday, September 2, 2020.

**Interviews may be scheduled at the discretion of the BCLBC Board of Directors.**