

**WRENSHALL PUBLIC SCHOOL
WRENSHALL, MINNESOTA**

**REQUEST FOR PROPOSALS FOR
INDEPENDENT FINANCIAL AUDIT
FISCAL YEAR 2025**

**Independent School District 100, Wrenshall
is requesting proposals for financial audit services for the fiscal year
ending June 30, 2025 as follows:**

The scope of service is expected to be an audit of financial statements of the government activities, each major fund, aggregate remaining fund information and the disclosure which collectively comprise the basic financial statements of Independent School District (ISD) 100 for the fiscal year ending June 30, 2025.

All reports required as part of the auditing standards being followed and as part of the audit scope shall be considered part of the audit fee quoted.

The auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Finance Committee Chair of ISD 100. Auditors shall assure themselves that ISD 100's Finance Committee is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Accounting estimates and management judgments
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Consultation with other accountants
8. Major issues discussed with management prior to retention as auditors
9. Difficulties encountered in performing the audit

Proposals will be evaluated on the following criteria:

- Total cost for field work, audit report (digital document and three bound paper copies), and billed expenses.
- Expectations for assistance and availability of ISD 100 staff.
- Capability and experience of principal auditor and staff assigned to conduct the audit and deliver the report.
- Independence from Wrenshall Public Schools as defined by government accounting standards.
- Licensed to practice in Minnesota.

Please contact Beth Peterson at bpeterson@isd100.org with bid questions.

BIDDER SIGNATURE: _____

BIDDER PRINTED NAME: _____

BIDDER COMPANY: _____

COMPANY ADDRESS: _____

COMPANY/PREFERRED PHONE: _____

****Return completed bid sheet in a Sealed Envelope, marked "Financial Audit Services" to the District Office, Wrenshall Public School, 207 Pioneer Drive, Wrenshall, Minnesota 55797 or deliver in person to the District Office located in the Wrenshall School Building on *or before Friday, December 27, 2024, at 12:00 PM.***

All proposals must be received by 12:00 p.m. on Friday, December 27, 2024 to be considered a responsive proposal. Proposals submitted by fax or email or submitted past the December 27, 2024, 12:00 PM deadline, will be considered non-responsive and will not be accepted.

Bid opening will be held at 12:00 PM., Monday, December 30, 2024 in the District Office, Wrenshall Public School, 207 Pioneer Drive, Wrenshall, MN.

The school board of Independent School District #100 – Wrenshall reserves the right to accept or reject any or all proposals.

TERM

The term of the awarded contract will be for the duration of one year, effective January 6, 2025 through December 31, 2025 with the option to renew annually for up to two additional years at the same terms and conditions upon mutual agreement of the contracting parties. The decision to renew must be made by December 31 of each year and must be in the form of an executed renewal.