

Request For Proposal for Audit Services

For Fiscal Years 2018/2019, 2019/2020, 2020/2021

Overview

Shasta Children and Families Commission (First 5 Shasta) is requesting proposals from qualified firms of certified public accountants for financial and compliance audits for the fiscal years ending June 30, 2019, June 30, 2020 and June 30, 2021. The annual audit is mandated in Section 130140 of the California Health and Safety Code and will include a full review of First 5 Shasta's compliance to State statutes governing the Children and Families Trust Fund. The selected firm will perform a financial statement audit of the Commission under Generally Accepted Accounting Principles (GAAP), and generally accepted auditing standards for audits of governmental agencies as established by the American Institute of Certified Public Accountants; and perform a compliance audit in accordance with the California State Controllers Audit Guidelines for Commissions (available at: http://www.sco.ca.gov/aud_counties_audit_guides_first5.html).

The audit for the fiscal year 2018/2019 must be completed for acceptance by First 5 Shasta at its Commission meeting on October 14, 2019.

Description of First 5 Shasta:

First 5 Shasta is a public organization that was created in 1998 when California voters passed Proposition 10, known as "The Children and Families Act." The Commission is an autonomous, self-governing Commission, with members appointed by the Shasta County Board of Supervisors, whose primary purpose is to support the healthy development of children ages 0-to-5 by creating and implementing a strategic plan to guide the use of Proposition 10 tobacco tax revenues. First 5 Shasta partners with agencies, educators, and local groups to expand and extend its investment in healthy children, ready for school. First 5 Shasta has an office in Redding, with a small staff that oversees the operations of the Commission and administers all community investments and First 5 Shasta programs.

Description of First 5 Shasta's Accounting System:

First 5 Shasta receives monthly disbursements from the California Children and Families Commission that are deposited into a Shasta Children and Families Trust Fund at the Shasta County Treasury. First 5 Shasta is considered a component unit of Shasta County. First 5 Shasta currently has five accounts with Redding Bank of Commerce, two checking accounts which two serve as the main First 5 Shasta's operating account and a sweep account, two accounts serve as the main QRIS operating account and a sweep account, and the fifth account is an account that serves as our debit card purchases account. In addition, First 5 Shasta also has a Non-Endowed Children and Families Fund at the Shasta Regional Community Foundation. In July 1, 2014, First 5 Shasta brought all of their day-to-day fiscal operations in-house. On July 1st of each year, a wire transfer is made from the Shasta Children and Families Trust Fund at the Shasta County Treasury in an amount equal to half of the operating budget approved by the First 5 Shasta Commission, the remaining half is transferred on or around January 1st of each year. First 5 Shasta's fiscal operations follow the

First 5 Shasta Accounting Polies and Procedures manual (attached) and the First 5 Association of California Financial Management guide (available at: <http://www.cafc.ca.gov/pdf/about/fiscal/Guides/First-5-Financial-Management-Guide-Third-Edition-2010.pdf?id=3205>).

Although First 5 Shasta has brought their day-to-day fiscal operations in house, funds will still flow through the County Treasurer.

Details of First 5 Shasta’s Accounts:

- The estimate of disbursements from the California Children and Families Commission to First 5 Shasta for FY 2018/2019 is \$1,226,300.00. Disbursements in years 2019/2020 and 2020/2021 are expected to decrease.
- The approved budget for FY 2018/2019 is \$1,488,218.
- The proposed budget for FY 2019/2020 will be approximately \$1,147,600.
- First 5 Shasta awards 50 – 75 grant awards per year, ranging from \$250 - \$50,000.

Previous auditors’ names and copies of audits are available upon request.

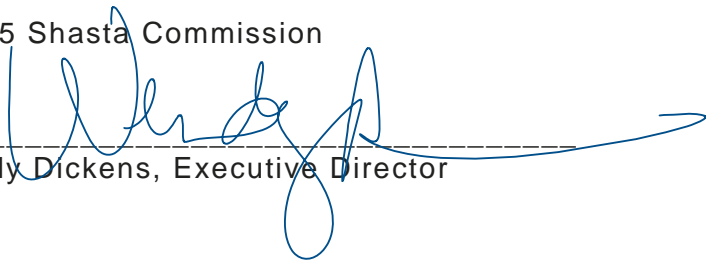
RFP Inquiries and Proposal Submission:

Written proposals for this audit contract must be received in the First 5 Shasta offices by 3:00 pm on Monday, April 27, 2019.

All inquiries regarding the RFP should be directed to:

Elizabeth Poole
Associate Director
First 5 Shasta
393 Park Marina Circle
Redding, CA 96001
530-646-3780

First 5 Shasta Commission

By: 
Wendy Dickens, Executive Director