

REQUEST FOR PROPOSALS AUDIT SERVICES

I. INTRODUCTION

A. General Information

Independent School District 623 (Roseville Area Schools) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2002, with the option of auditing its financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the provisions of the Federal Single Audit Act of 1984 and U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations."

There is no expressed or implied obligation for ISD 623 to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be addressed to Barbara Anderson, Assistant Director for Finance & Budgeting, at ISD 623, 1251 West County Road B-2, Roseville, MN 55113. ISD 623 reserves the right to reject any or all proposals submitted.

During the evaluation process, ISD 623 reserves the right, where it may serve the best interest of ISD 623, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of ISD 623, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

B. Term of Engagement

A three-year engagement is contemplated, subject to the annual review and recommendation of the Audit/Finance Committee, the satisfactory negotiation of terms (acceptable to both ISD 623 and the selected firm), and the concurrence of ISD 623.

II. NATURE OF SERVICES REQUIRED

A. General

ISD 623 is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2002, with the option to audit ISD 623's financial statements for each of the two subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals. In addition, Roseville Area Schools will require client assistance, primarily in the form of calculation of receivables from state and local government.

B. Scope of Work to be Performed

ISD 623 desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

ISD 623 also desires the auditor to express an opinion on the fair presentation of its combined financial statements and schedules in conformity with generally accepted accounting principles. General fixed assets testing will be included in our audit.

The auditor will also perform a Single Audit and report on the Schedule of Federal Financial Assistance and on ISD 623's compliance with laws and regulations and its internal controls as required by the Single Audit Act and OMB Circular A-133.

In addition, ISD 623 requires a State Legal Compliance Audit conducted in accordance with the provisions of the Minnesota Legal Compliance Audit Guide.

Finally, the auditor will perform an audit of the Statement of Changes of the Student Activity Accounts of Roseville Area Schools, which are not under board control.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in "Government Auditing Standards" issued by the Comptroller General of the United States and provisions of U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations."

D. Reports to be Issued

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 Audit/Finance Committee of ISD 623.

Auditors shall assure themselves that ISD 623's Audit/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

III. DESCRIPTION OF THE GOVERNMENT

A. Demographics

Roseville Area Schools is a school district that serves approximately 6,500 students residing in all or part of seven communities, including Roseville, Maplewood, Falcon Heights, Lauderdale, Little Canada, Arden Hills, and Shoreview. There is one high school, one middle school, one district-wide K-8 building, six K-6 elementary buildings, a community center and a district administration building.

B. Financial Data

Total district expenditures in 2000-01 were \$62,709,452 in all funds; revenue was \$66,589,006. During 2000-01, the district's expenditures in federal programs totaled \$1,735,655, with 3 programs exceeding \$300,000.

C. Fund Structure

ISD 623 uses the following fund types and account groups in its financial reporting:

Fund Types/Account Group	Number of Individual Funds	Number With Legally Adopted Annual Budgets
General Fund	1	1
Special Revenue Funds	2	2
Debt Service Funds	1	1
Building Project Funds	0	0
Enterprise Funds	-	-
Internal Service Funds	-	-
Expendable Trust Funds	-	-
Nonexpendable Trust Funds	-	-
Pension Trust Funds	-	-
Agency Funds	2	2
General Fixed Assets Account Group	1	N/A
General Long-Term Debt Account Group	1	N/A

C. Budgetary Basis of Accounting

ISD 623 prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Federal and State Financial Assistance

During the last fiscal year audited, ISD 623 received the following financial assistance:
See Appendix A.

E. Pension Plans

ISD 623 participates in the following pension plans:

- Teachers Retirement Association (TRA)
- Public Employees Retirement Association (PERA)

F. Computer Systems

ISD 623 is one of approximately 80 Minnesota school districts utilizing Skyward School Administration Software for computer services in the following areas:

- Finance (including FIN/SYS)
- Payroll & Personnel

G. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Barbara Anderson at ISD 623, 1251 West County Road B-2, Roseville, MN 55113. ISD 623 will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals

H. GASB 34

ISD 623 had a fixed asset appraisal conducted in July of 2001, and set a capitalization threshold of \$2,000. The auditor will provide advice and consultation to ensure compliance with GASB 34 by the required date of fiscal year ending June 30, 2003.

I. A list of findings and other weaknesses from ISD 623's most recent financial statement audit are attached to this document (Appendix B). Of those findings and other weaknesses, management believes that the following have not been resolved:

None

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposals issued	February 1, 2002
Pre-proposal bidders' conference	February 20, 2002
Due date for proposals	March 1, 2002

B. Notification and Contract Dates

Selected firm officially notified	March 11, 2002
Contract Date	end of March 2002

C. Date Audit May Commence

ISD 623 will have all records ready for audit and management personnel available to meet with the selected firm's personnel in May 2002.

D. Schedule for the 2001-2002 Fiscal Year Audit (A similar schedule will be developed for audits of future fiscal years if ISD 623 exercises its option for additional audits.)

Each of the following shall be completed by the auditor no later than the dates indicated.

1. Interim Work: The auditor shall complete all interim work by June 30, 2002.
2. Detailed Audit Plan: The auditor shall provide to ISD 623 by June 30, 2002, both a detailed audit plan as well as a list of all schedules to be prepared by ISD 623.
3. Client Assistance: Client assistance shall be performed by August 30, 2002
3. Fieldwork: The auditor shall complete all fieldwork by September 30, 2002.
4. Draft Reports: The auditor will prepare the audit report(s). Drafts of the audit report(s) and recommendations to management from the auditor shall be available for review by the Audit/Finance Committee no later than October 18, 2002.

E. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if ISD 623 exercises its option for additional audits.)

At a minimum, the following conferences should be held by the dates indicated on the schedule:

Week of	
Entrance conference with Assistant Director for Finance & Budgeting and Payroll and Accounting Staff - The purpose of this meeting will be to discuss prior audit problems and the overall interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for workspace and other needs of the auditor.	May 13, 2002
Progress conference with Assistant Director for Finance and Finance staff - The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.	June 30, 2002

Entrance conference with Assistant Director for Finance and Finance staff - The purpose of this meeting will be to discuss the year-end work to be performed.	September 1, 2002
Exit conference with Assistant Director for Finance & Budgeting, and selected finance staff - The purpose of this meeting will be to summarize the results of the fieldwork and to review significant findings.	October 1, 2002

F. Date Final Report is Due

The auditor shall provide all recommendations, revisions, and suggestions for improvement to the Assistant Director for Finance & Budgeting by October 18, 2002. We would anticipate that by this date fund balance calculations have been finalized and agreed to by the auditors. A revised report, including a draft auditor's report(s) shall be delivered to the Audit/Finance Committee by October 21, 2002.

The Audit/Finance Committee will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Assistant Director for Finance & Budgeting within five (5) working days. It is anticipated that this process will be completed by November 5, 2002.

The production of the final report will be the responsibility of the auditor. ISD 623 will require 35 copies of the audit report(s).

The audit report will be presented to the school board of ISD 623 on November 12, 2002. The audit partner will be expected to present the audit report.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department Staff and Clerical Assistance

The Finance Department and responsible management personnel will be available during the audit process to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of ISD 623. In addition, clerical support will be made available to the auditor for the preparation of routine confirmation letters.

B. Statements and Schedules to be Prepared by the Staff of ISD 623

ISD 623 staff will provide the firm with as much assistance as possible relating to preparation of work papers and draft copies of the financial statements. For the first year of the audit engagement, the auditor should plan on less assistance with the preparation of schedules and work papers and audit journal entries than in the second and third years of the proposed engagement. The staff of ISD 623 will prepare audit schedules for the auditor by August 30, 2002. These will be completed prior to the

actual fieldwork. See Appendix C for a listing of the schedules ISD 623 intends to prepare for the audit.

C. Work Area, Telephones, Photocopying and FAX Machines

ISD 623 will provide the auditor with reasonable workspace, desks, and chairs. The auditor will be provided with access to telephone, photocopying and FAX machines.

D. Report Preparation

Report preparation shall be the responsibility of the audit firm. Editing, printing and reproduction of distribution copies shall also be the responsibility of the audit firm.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries: Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Barbara Anderson
Assistant Director for Finance & Budgeting
Independent School District 623
1251 West County Road B-2
Roseville, MN 55113
Phone (651) 635-1615
FAX (651) 635-1659

Contact with personnel of ISD 623 other than Barbara Anderson regarding this request for proposals may be grounds for elimination from the selection process.

2. Submission of proposals: The following material is requested to be received by March 1, 2002, for a proposing firm to be considered:
 - a. A master copy (so marked) of Technical Proposal and three (3) copies to include the following:
 - i. Title Page: Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
 - ii. Table of Contents
 - iii. Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period specified, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days.
 - iv. Detailed Proposal: The detailed proposal should follow the order set forth in Section VI. B of this request for proposals.

- b. The proposer shall submit an original and two copies of a dollar cost bid in a separate sealed envelope marked as follows:

Sealed Dollar Cost Bid Proposal
For
Independent School District 623
For
Professional Auditing Services
(Date)

- c. Proposers should send the completed proposal consisting of the two separate envelopes to the following address:

Barbara Anderson
Assistant Director for Finance & Budgeting
Independent School District 623
1251 West County Road B-2
Roseville, MN 55113

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of ISD 623 in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

There should be no dollar unit or total costs included in the technical proposal document.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of ISD 623 defined by generally accepted auditing standards and the U.S. General Accounting Office's "Government Auditing Standards".

The firm should also list and describe the firm's professional relationships involving ISD 623 or any of its agencies or component units, for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give ISD 623 written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Minnesota

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk review of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Minnesota. The firm should also provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of ISD 623. However, in either case, ISD 623 retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of ISD 623, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours.

Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals. In developing the work plan, reference should be made to such sources of information as ISD 623's budget and related materials, organizational charts, manuals and programs, financial and management information systems.

Proposers will be required to provide the following information in their audit approach:

No dollars should be included in the technical proposal.

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of ISD 623's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work

- h. Approach to be taken in drawing audit samples for purposes of tests of compliance
 - i. Estimated number of days required to complete fieldwork
9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from ISD 623.

10. Report Format

The proposal should include sample formats for required reports, including representative samples of management reports typically issued as a result of the engagement.

No dollars should be included in the technical proposal.

C. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

ISD 623 will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal. The first page of the sealed dollar cost bid should include the following information:

- a. Name of firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with ISD 623
- c. A total all-inclusive maximum price for the 2001-02, 2002-03 and 2003-04 engagements.

2. Rates by Partner, Specialists, Supervisory and Staff Level Times Hours Anticipated for Each

The second page of the sealed dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix D), that supports the total all-inclusive maximum price.

3. Out-of-Pocket Expenses Included in the Total All-Inclusive Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g. travel, lodging and subsistence) will be reimbursed at the rates used by ISD 623 for its employees. All estimated

out-of-pocket expenses to be reimbursed should be presented in the sealed dollar cost bid in the format provided in the attachment (Appendix D). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing ISD 623 rates for its employees.

4. Rates for Additional Professional Services

If it should become necessary for ISD 623 to request the auditor to render any additional services to either supplement the services requested in the request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between ISD 623 and the firm. Any such additional work agreed to between ISD 623 and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

A. Audit Committee

Proposals submitted will be evaluated by a three-member Audit/Finance Committee.

B. Oral Presentations

During the evaluation process, the Audit/Finance Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit/Finance Committee may have on the firm's proposal. Not all firms may be asked to make such oral presentations.

C. Final Selection

ISD 623's school board will select a firm based upon the recommendation of the Audit/Finance Committee.

It is anticipated that a firm will be officially selected by March 30, 2002. Following notification of the firm selected, it is expected a contract will be executed between both parties by April 9, 2002.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ISD 623 and the firm selected.

ISD 623 reserves the right without prejudice to reject any or all proposals. Any contract awarded will be made to the independent auditor, who, based on the evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best qualified to do the audit.

VIII. PRE-PROPOSAL BIDDERS' CONFERENCE

There will be a pre-proposal bidders' conference in the Board Room at the District Service Center of ISD 623, 1251 West County Road B-2, Roseville, MN 55113, on February 20, 2002. The conference will begin at 1:00 p.m.

Questions should be directed in writing to Barbara Anderson, Assistant Director for Finance & Budgeting, ISD 623. All written questions will be read aloud and answered at the pre-proposal conference. Firms attending the pre-proposal conference will receive copies of all questions and responses. Firms not attending the pre-proposal conference will receive written responses to their own questions. Only cursory information will be answered over the telephone. Substantive information requests must be submitted either in writing or orally at the pre-proposal bidders' conference.

APPENDIX A
Client Assistance

Property Taxes	
1	Schedule of current property taxes receivable
2	Schedule of tax settlements received in fiscal year 2002
3	Schedule of delinquent property taxes and allowance
4	Tax Revenue Tie-Out
5	Schedule of property taxes levied for subsequent years
6	Schedule of taxes receivable – shift information
7	Schedule of tax credits from the state of Minnesota
8	Breakdown of taxes payable 2002 per county notification
State Aids & Accounts Receivable	
9	Schedule of June 30, 2002 receivable and 2002 revenue tie-out for all state and federal programs
10	Copy of worksheet for estimated general education aid and schedule of pupil units computation for 2002
11	Schedule of food service amounts receivable from CFL or federal through CFL
Fixed Assets	
12	Schedule of Construction in progress, if any
General	
13	Roll forward of beginning fund balances to end-of-year balances
14	Prepare lead sheets for all sections
15	Input report numbers. Provide information regarding the general ledger budget
16	Schedule of collateralization for cash and investments
17	Footnote disclosure for investments

**APPENDIX B
2001 Audit Findings**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2001

I. SUMMARY OF INDEPENDENT AUDITORS' RESULTS

Financial Statements

Type of auditor's report issued: Qualified

Internal control over financial reporting:

• Material weakness(es) identified?	No
• Reportable condition(s) identified that are not considered to be material weaknesses?	None Reported
• Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:

• Material weakness(es) identified?	No
• Reportable condition(s) identified that are not considered to be material weaknesses?	None Reported

Type of auditor's report issued on compliance for major programs: Unqualified

• Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?	No
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Identification of Major Programs:

CFDA Number	Name of Federal Program
10.553 & 10.555	Child Nutrition Cluster
84.027 & 84.173	Special Education Cluster (IDEA Part B & Preschool)

Dollar threshold used to distinguish between type A and type B programs \$300,000

Auditee qualified as low-risk auditee?	No
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II. FINDINGS RELATED TO THE FINANCIAL STATEMENT AUDIT AS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS

A. Internal Control

None reported

B. Compliance

None reported

III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

A. Internal Control

None reported

B. Compliance

None reported

APPENDIX C
Work papers Prepared by Client

Preliminary Items	
	Copy of most recent reconciled balance sheet, revenue and expenditure guideline (budget and actual)
	Board minutes available
	Preparation of cash and collateral confirmations for deposits and investments
	Preparation of confirmations to Ramsey County
	Preparation of confirmations bond paying agents
	Preparation of confirmations to insurance companies
	Preparation of confirmations to District's attorneys
Cash and Temporary Investments	
	Copies of June 30, 2002 bank reconciliations for all accounts
	Listing of all outstanding checks detailing date written, payee, amount and check number
	Schedule of all inter-bank transfers over \$20,000 five working days before and after year-end
	Overall reconciliation of cash per bank reconciliations and savings/investments to general ledger
	Copies of December 30, 2001 bank reconciliations for collateral testing. Includes copies of bank statements.
	List of any checks held at June 30, if any.
	Cutoff information on bank accounts. All cutoff confirmations will be dated as of July 12, 2002
	Schedule of investments. Cost and FMW as of June 30, 2002
	Prepare schedule of cash and investment balances by fund by month and reconcile to interest revenue.
	Copies of June and July 2002 statements for all bank deposits and investment accounts
Property Taxes	
	Copy of Form 51 and Form 52 settlements from Ramsey County
	Final signed copy of levy limitation and certifications (00 Payable 01 and 01 Payable 02)
	School Tax Report 2001 payable 2002
	Copies of final IDEAS reports
	Copy of "Property tax shift year end reconciliation" report from CFL
State Aids and Accounts Receivable	
	IDEAS report and adjustment activity report
	Special Education categorical aid entitlement notification
	Special Education excess cost worksheet
	Copy of 2001 and 2002 food service reimbursement rates and payments received.
	Listing of capital expenditures
Inventory	
	Food service inventory summaries, including explanation of any material changes including <ul style="list-style-type: none"> a. donated commodities b. purchased food c. supplies
Prepays and Other A/R	
	Reconciliation of "Due from Other Minnesota Districts". Provide total amount due and portion related to special education. Reconcile amount to Special Education – Excess Cost revenue calculation, have billings available, reconcile total revenue to applicable source codes and indicate date paid. (Not available until after September 15)

	Provide schedule of prepaid expenditure and summarize what prepayment related to and explain significant changes from prior year balances.
	Accounts Payable
	Copies of all check registers for payments subsequent to June 30, 2002. Pull invoice for checks greater than \$25,000
	Provide complete listing of A/P at June 30, 2002 by fund
	Provide complete listing of open encumbrances at June 30, 2002
	Contracts Payable
	Schedule of contracts entered into during FY2002
	Prepare confirmations to contractor at auditor's request
	Accrued Expenses
	Summarize accrued payrolls with accompanying documentation
	Schedule of Severance pay liability at June 30, 2002
	Schedule of Benefits paid to retirees, with future projections
	Accrued Payroll listing
	Copies of 941s for fiscal year 2002
	Schedule of accrued vacation at June 30, 2002
	Draft PERA/TRA footnote
	Schedule of deferred revenue at June 30, 2002
	Wage tie-out to federal 941s
	Prepare salary per employee based on total employees
	Copies of new wage agreements and schedule of non-union agreements
	Long Term Debt
	Schedule of bonds payable
	Schedule of five-year debt maturities
	Roll forward schedule of tax/aid anticipation notes and accrued interest
	Cash flow projections for tax/aid anticipation note issues
	Other Items
	Copies of any new lease agreements or contracts for deed
	Details of any pending litigations or settlements during the year.
	Schedule of all legal fees paid during year ended June 30, 2002. Have invoices to auditor review
	Prepare listing of school board members, terms, and office held as of June 30, 2002. Make available financial disclosures from board members and administrators
	Schedule of rental revenue & related expenditures
	Schedule of transaction with related parties, if any
	Reserved revenue expenditure report
	Provide chart of accounts
	Student Activities
	Student activity bank reconciliations, bank statements, list of outstanding checks at 6-30-02
	Schedule of student activity investments
	Summary of student activity transactions
	Federal Programs
	A-133 Single Audit
	Schedule of Federal Expenditures. Provide CFDA Number, Name of Federal Program, Funding Source, Federal Awarding Agency and Contract Number
	Listing of all Federal Revenue and Amounts expenses by the district during fiscal year 2002
	Prepare summary schedule of prior audit findings. Schedule should include summary of the status of all prior year findings including reportable conditions, if any

	Food Service
	Identify new compliance requirements
	WinSNAP listing of all student enrolled in the lunch program
	Provide a copy of the income verification worksheet summary report
	Have available for review from all sites: <ul style="list-style-type: none"> a. Monthly school summary reports b. Meal count reports submitted to the state for reimbursement c. Payment vouchers d. Menus
	Analysis of school lunch program monthly reports on spreadsheet
	Copy of the grant agreement if different from previous year
	Copy of the physical inventory listing for the commodities performed at year-end reconciled to general ledger
	Title I (not required in FY2001)
	Identify any new compliance requirements
	Provide copy of Title I Class Lists
	Provide copy of District's Title I Program Manual
	Provide copy of grant application for 2002
	Provide listing of Title I staff by school and subject. Have student data files available
	Copy of MN Comparability worksheet
	Copy of estimated FFY 2002 Title I salaries and benefits spreadsheet prepared by Title I coordinator
	Special Education
	Revenue and expenditures summary
	Provide copy of Special Education teacher listing
	Provide copy of all Special Education students by school
	Provide copy of the 01-02 Special Education Grant Agreement

APPENDIX D
Schedule of Professional Fees and Expenses

	2001-02	2002-03	2003-04
Audit of General Purpose Financial Statements			
Audit of Student Activity Funds			
Single Audit, Compliance Audit and Evaluation of Internal and Administrative Controls			
Minnesota Legal Compliance Audit			
Out of Pocket Expenses			
Other – Please Specify			
Maximum Price Audit			
Client Assistance (hours/rate)	/	/	/
Estimated total cost client assistance			
Hourly Rates			
• Partner			
• Manager			
• Specialist			
• Supervisor			
• Staff			