

CITY OF HARTSHORNE IS IN NEED FOR ACCOUNTING SERVICES

Proposals due December 16th 4pm

Submit to clerk@cityofhartshorne.com or mail to 1101 Pennsylvania Avenue, Hartshorne, OK 74547; Questions call 918-297-2544

Proposal Submission Requirements:

- Qualifications of firm
- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work to maintain staff continuity as much as possible
- Cost of services
- Services beyond the Scope of Work
- References (3 references)
- List of Municipality experience, if any.

Requirements:

- Certified Public Accountant (CPA)
- Experience in Governmental Accounting
- Oklahoma-Based
- Presentation of Financials Quarterly (Optional, please list pricing)
- In-Person Budget Meeting with Council Annually

Scope of Work:

- Record cash receipts/income from city daily cash reports and/or bank deposits
- Record cash disbursements/expenses
- Record any adjusting entries needed in records initially compiled and maintained by city
- Reconcile bank statement
- Post earnings record to ledger
- Record all income and expenses, deposits and adjusting entries needed each month
- Monthly Financial Reconciliation
- Annual Estimate of Needs
- Annual Financial Statements for Audit Requirements

The accounting services will prepare the financial statements of the City, which comprise the annual and monthly statements of assets, liabilities, and net assets - cash basis and the related statements of revenues and expenses - cash basis for the fiscal year ending June 30, 2025. The objective of the preparation of our engagement is to-

- Prepare monthly and YTD financial statements on the cash basis for monthly council meetings based on information from city, and
- Apply accounting and financial reporting expertise to assist city in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to

the financial statements for them to be in accordance with the cash basis of accounting.

The accounting service will conduct our preparation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence, and due care when performing bookkeeping services, and preparing the financial statements.

City have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- A. The selection of the basis of accounting to be applied in the preparation of the financial statements.
- B. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- C. The prevention and detection of fraud.
- D. To ensure that the City complies with the laws and regulations applicable to its activities.
- E. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, city provide to us for the engagement.
- F. To provide us with-
 - Access to all information of which city is aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - Additional information requested from the city for the financial statement preparation engagement.
 - Unrestricted access to people within the city of whom the accounting service determines is necessary to make inquiries.