



**Andersonville SSA #22**  
**SSA Auditor RFP**  
www.andersonville.org

**Commissioners:**

Farah Essa  
*Lake Shore Schools and property owner, 5611 N. Clark*

Andy Peters  
*TrueNorth, 5507 N. Clark*

Mike Sullivan  
*The Sofo Tap, 5052 N. Clark*

Nadeen Kieren  
*Property Owner, 5357 N. Ashland*

Pete Valavanis  
*Property Owner, 5225 N. Clark*

Frank Uhler  
*Business Owner, 5147 N Clark*

**Staff:**

Laura Austin  
*Associate Director*

David Oakes  
*Director of Business Services and District Manager*

The Andersonville Chamber of Commerce (ACC), sole service provider for Special Service Area #22, is requesting proposals for a Certified Public Accountant to conduct an audit in a government format for Andersonville Special Service Area (SSA) #22 for 2019 fiscal year. All financial records are kept in QuickBooks. Data files and reports will be made available for auditing. The audit must be delivered to Andersonville Chamber of Commerce by February 28, 2019

We are seeking one year bids with the possibility for preferred vendor renewal for up to three year service.

**The audit must be conducted in accordance with generally-accepted accounting principles to include the following documents:**

1. Statement of Net Positions and Governmental Funds Balance Sheet
2. Statement of Activities and Governmental Funds Revenues, Expenditures and Changes in Fund Balances
3. Statement of Revenues and Expenditures: Budget and Actual (period being audited compared to the previous year, e.g. columns should be 2021 Budget, 2021 Actual, Variance, 2020 Budget, 2020 Actual, Variance)
4. Notes to the Financial Statements
5. Reconciliation of Government Funds Balance Sheet to Statement of Net Position
6. Reconciliation of Governmental Funds, Revenues, Expenditures, and Changes in Fund Balance to Statement of Activities
7. Summary of Schedule of Findings

**The following are NOT required:**

1. Additions to field work and reporting standards
2. Specific CPE requirements for Yellow Book

**Please include the following information with your RFP response:**

1. Qualifications of the CPA Firm, management and staff, including experience in auditing like entities and government model audits
2. Whether the proposed staff has received continuing professional education during the previous two years
3. A copy of a peer review result within the past three years
4. Whether the CPA Firm has been the object of any disciplinary action during the past three years

5. Whether the CPA Firm maintains an active license in the State of Illinois
6. The audit fee for one year and for an optional three-year renewal agreement
7. Three professional references

Final selection will be made based on these factors and proposed fee. Preference will be given for City of Chicago firms. MBE/WBE firms are strongly encouraged to apply.

**Proposals are due by Monday, August 16<sup>th</sup> at 5:00pm.** Please submit by email to David Oakes, Director of Business and District Manager, at [doakes@andersonville.org](mailto:doakes@andersonville.org). Please let us know if you have any additional questions.

**We will follow up with contracts after voting on proposals at our August 27<sup>th</sup> SSA 22 meeting. Thank you for your patients.**