



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

Commissioners:

Mike Sullivan | Chair
The Sofo Tap, 5052 N. Clark, Meeting
House Tavern, 5025 N Clark
Property Owner, 5042 N Clark

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

Nadeen Kieren
Property Owner, 5357 N. Ashland

Pete Valavanis
Property Owner, 5225 N. Clark

Marianne Candido
Business Owner, 5307 N Clark

Xavier Zinninger
Andersonville Insurance, 5411 N Clark

Staff:

Laura Austin
Executive Director

David Oakes
Director of Business Services and
District Manager

Charlie Wein
Director of Marketing and
Communications

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 2023 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 end of March 28, 2024

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 2023 Budget, 2023 Actual, Variance, 2023 Budget, 2023 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 September 1st at 5:00pm. Please submit by email to David Oakes, Director of Business and District Manager, at doakes@andersonville.org. Please let us know if you have any additional questions.