

CITY OF COACHELLA

Submitted By:

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Partner

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April 5, 2023

COST PROPOSAL

Professional Auditing Services





Kenneth H. Pun, CPA, CGMA
Founder & Managing Partner

WHY CHOOSE THE PUN GROUP LLP?

“ The Pun Group’s most valuable asset is our people, they and their deep experience drive our every interaction with clients. ”

- Big firm expertise, small firm values
- Personal attention meets technical expertise
- A unique firm culture
- Innovation embraced
- Achievable plans to move your organization forward

The Pun Group LLP is recognized for its professionalism, integrity and for providing clients with practical solutions unique to their circumstances and issues. You will receive a superior level of service and a quality audit.

Thank You!

Thank you for allowing us to submit our qualifications to provide you with Audit Services.

The Pun Group LLP
Certified Public Accountants and Business Advisors

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The Pun Group Wins 2023 “Best of Accounting” Award



The Pun Group LLP is proud to have won 2023’s Best of Accounting® award from ClearlyRated for providing superior service to its clients.

Winners of such awards have proven to be industry leaders in service quality based entirely on ratings provided by their clients. On average, clients of 2023 Best of Accounting winners are 70% more likely to be satisfied than those who work with non-winning firms.

“I am pleased to introduce the 2023 Best of Accounting winners alongside their validated service ratings on ClearlyRated.com,” said ClearlyRated’s CEO, Eric Gregg. *“These firms have demonstrated a remarkable commitment to delivering amazing experiences, despite another year of upheaval and macroeconomic uncertainty. Hats off to these service leaders - it’s truly an honor to recognize and celebrate their achievements.”*

The Pun Group LLP received satisfaction scores of 9 or 10 out of 10 from 94.1% of their clients, significantly higher than the industry’s average of 50%.

Our firm excelled in five key areas: Responsiveness, Quality, Value, Needs Understanding, and Proactive Approach.

About ClearlyRated

Rooted in satisfaction research for professional service firms, ClearlyRated utilizes a Net Promoter® Score survey program to help professional service firms measure their service experience, build an online reputation, and differentiate on service quality.



“Excellent customer service and staff and partners are expert in their fields.”

Lani H.

State and Local Government Client



“The Firm has consistently exceeded our expectations as client.”

Clint O.

State and Local Government Client



“We started using Pun Group when the pandemic first started two years ago so had a little apprehension about doing everything remotely with a new firm. But the audit went very well and was completed on time without problem.”

Kevin W.

State and Local Government Client



“An excellent partner and amazing service.”

Jim T.

Private Sector Client

Total All-Inclusive Maximum Price

We are committed to the performance of a high-quality audit at the most reasonable fee level possible, both initially and throughout the engagement. Also, our partners will provide advice and consultation as needed at no additional cost to the City of Coachella.

Name of Firm: The Pun Group LLP – Certified Public Accountants and Business Advisors
Contact Name: Frances J. Kuo, CPA, CGMA
Contact Email Address: frances.kuo@pungroup.cpa

Authorization to Represent the Firm

I, the undersigned, certify I am duly authorized to represent The Pun Group LLP and am empowered to submit this bid. In addition, I certify I am authorized to contract with the City of Coachella on behalf of the Firm.



April 5, 2023

Frances J. Kuo, CPA, CGMA | Partner
The Pun Group LLP

Date

Total All-Inclusive Maximum Price

Our proposed fees for Audit Services for the three fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025, with the option to extend the contract for each of the two (2) subsequent fiscal years, are as follows:

	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26 Maximum % Increase	Fiscal Year 2026-27 Maximum % Increase
Financial Statements Audit City's Financial Statements, including the Coschella Successor Agency, Coachella Water Agency, Coachella Sanitary District, and Coachella Fire Protection District, Issue Independent Auditors' Reports, and Assistance with ACFR Preparation	\$ 46,485	\$ 47,880	\$ 49,316	3%	3%
Compliance Single Audit - 1 Major Program	4,000	4,120	4,244	3%	3%
City GANN Agreed-Upon Procedures	515	530	546	3%	3%
Total (must agree with amounts in Detail Page)	\$ 51,000	\$ 52,530	\$ 54,106		
State Controller's Financial Transactions Not to Exceed Flat Fee Basis	\$ 4,000	\$ 4,120	\$ 4,244	3%	3%
Occasional Accounting Consultations/Assistance Hourly Basis	\$ 125	\$ 129	\$ 133	3%	3%

- (1) Single Audit fees based on one (1) major program. The fee for auditing additional major programs will be \$4,000 each. The number of programs determined to be "major" will be based on OMB Uniform Guidance. The Engagement Team will discuss this with the City of Coachella's Management before starting Single Audit work.

Rates for Additional Professional Services

Auditors Standard Hourly Billing Rates					
Position	FY23	FY24	FY25	Optional Year FY26	Optional Year FY27
Partners	\$ 300	\$ 309	\$ 318	\$ 328	\$ 338
Directors	\$ 200	\$ 206	\$ 212	\$ 219	\$ 225
Supervisors	\$ 175	\$ 180	\$ 186	\$ 191	\$ 197
Senior Accountants	\$ 150	\$ 155	\$ 159	\$ 164	\$ 169
Staff Accountants	\$ 125	\$ 129	\$ 133	\$ 137	\$ 141
Clerical	\$ 100	\$ 103	\$ 106	\$ 109	\$ 113

Any supplemental reports, audits, or agreed-upon procedures not covered by this proposal may be added to a written agreement prior to commencing audit work. The Firm and the City will discuss and approve the scope and associated costs of these tasks. Any additional work will be performed at the above-quoted hourly rates.

Out-of-Pocket Expenses and Manner of Payment

Out of Pocket Expenses are Included in the Total All-Inclusive Maximum Price and Reimbursement Rates

The Firm’s policy is to maintain flexible billing rates to meet the needs of clients and help them control costs. In the interest of continuing our long-term relationship, we will absorb expenses such as travel and printing costs. Additionally, our Partners will be available to provide advice and consultation as necessary to the City of Coachella. The Firm will also absorb these costs.

Manner of Payment

Engagement Team members are required to maintain timesheets detailing the date, number of hours, and work performed for every audit task. The Firm will collect these timesheets and bill the City of Coachella at the rates outlined in the Total All-Inclusive Maximum Price section in four stages: (1) at the conclusion of the planning phase, (2) at the conclusion of the interim phase, (3) at the conclusion of the Year-End phase, (4) and after presentation and acceptance of the final audit reports. Interim billings will cover a period not less than a calendar month. The billing amounts generally break down as follows:

Work Performed	% of Proposal Amount
Planning	10%
Interim	40%
Fieldwork	40%
Presentation and Acceptance of Reports	10%



ORANGE COUNTY ■ SAN DIEGO ■ BAY AREA ■ LAS VEGAS ■ PHOENIX

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