



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion:**

“ I move to approve the engagement letter with Workman & Company for audit service for FY2023 and authorized the Mayor to sign the letter.”

**Reasons for Recommendation:**

- Section 50-1010 of the Idaho Statutes requires the Council to cause a full and complete audit of the financial statements of the City each fiscal year.

**Policy Analysis and Background (non-consent items only):**

The City’s last competitive procurement for audit services was in 2019 at which time we had two other bidders for audit services, the bid was awarded to Workman & Company at that time. As requested by council the City Treasurer developed a request for proposal (RFP) for audit services for 2023. The RFP was sent out on August 14, 2023 to a local firm as well as our current auditors, and posted to our website.

Staff is recommending award to Workman & Company our current audits for \$9,460. We did not receive any other bids.

**Sustainability Impact:**

There is no sustainability impact arising from this action.

**Financial Impact:**

**Attachments:**

- |                          |
|--------------------------|
| 1. RFP Audit Services    |
| 2. Purchase Order #23138 |
| 3. Engagement Letter     |



# City of Ketchum

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**REQUEST FOR PROPOSAL (RFP)  
AUDITING SERVICES**

**DEADLINE FOR RECEIVING PROPOSAL  
SEPTEMBER 10, 2023 at 2:00 PM MT**

**CITY OF KETCHUM CONTACT PERSON  
Shellie Gallagher, City Treasurer  
sgallagher@ketchumidaho.org**

## I. INVITATION TO SUBMIT PROPOSALS

Date of Request: Wednesday, August 16, 2023

Due Date for Proposals: September, 15, 2023 at 2:00 pm mountain time

The City of Ketchum (City) is seeking proposals for auditing services.

Copies of the RFP in PDF format may be obtained online at [www.ketchumidaho.org](http://www.ketchumidaho.org) or by submitting an email request to the following:

EMAIL: [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org)

SUBJECT: AUDITING SERVICES RFP

All questions regarding this project prior to opening of proposals shall be directed to Shellie Gallagher at [sgallagher@ketchumidaho.org](mailto:sgallagher@ketchumidaho.org).

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Proposer, according to the City's evaluation and as deemed to be in the best interest of the City. The City may opt to conduct interviews at its own discretion following the proposal deadline.

## II. PROJECT DESCRIPTION

The City of Ketchum (City) invites qualified public accounting firms to submit a proposal to provide financial audit services for the City's annual audit for the fiscal year ending September 30, 2023. The City's enacted budget with amendments for this year was approximately \$45.5 million across 13 funds, including a \$14.1 million general fund as well as separate water and wastewater funds in the amount of \$14.5 million.

The City expects the successful firm to conduct a full and complete financial audit with accompanying notes for the fiscal year, as required by Idaho Code §67-450B (minimum requirement). Also, such audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The City of Ketchum intends to award a one-year contract as a result of this RFP. Additional optional terms of one-year may be included in any contract arising from this RFP.

## III. PRELIMINARY PROJECT SCHEDULE

As a guideline, the city anticipates the following schedule:

Milestone	Date
Posting on City of Ketchum's Website	8-16-2023
Proposal Opening	9-10-2023

Contract Award by Council	9-15-2023
Work Start	10-15-2023
Work Completion	11-30-2023

#### IV. SCOPE OF SERVICES

The successful firm will perform the audit as an expression of opinions as to whether the City's financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information when considered in relation to the financial statements as a whole.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures considered necessary to enable expression of such opinions.

The firm will produce a written report upon completion of the audit of the City's financial statements. The firm will also provide a report on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

The successful firm will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

The firm will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to attention. The firm will also inform the appropriate level of management of any violations of laws or governmental regulations that come to attention, and of any material abuse that comes to attention.

The firm's audit procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions.

## V. PROPOSAL FORMAT

Proposals shall be organized and contain the following information.

- Company information
  - Provide a summary of company.
  - Provide resume of project lead
  - Include Idaho License Information
- Description of experience with financial audit concepts
- Description of experience in similar projects
- Examples of Work and References (minimum of 3)
- Price Proposal

## VI. PROPOSAL SUBMITTAL INSTRUCTIONS

Sealed proposals and marked City of Ketchum – AUDITING SERVICES RFP shall be submitted via email or received at either of the following locations: [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org)

Mailing Address:

City of Ketchum  
PO Box 2315  
Ketchum, Idaho, 83340

Delivery Address:

191 5th Street W  
Ketchum, Idaho, 83340

Requests for information and/or clarification may be directed by email only to [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org)

The city will respond to any questions of a substantive nature via an addendum to this RFP. All addenda will be posted to the City's website and distributed to known holders of the RFP.

## Shellie Gallagher

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**From:** Aly Swindley  
**Sent:** Monday, August 14, 2023 4:01 PM  
**To:** Shellie Gallagher; Lisa Enourato  
**Subject:** RE: RFP for the website

Good to go first thing Wednesday!

View Edit Revisions Clone content

## Auditing Services

**Bid/RFP Status:** Open - accepting bids  
**Bid/RFP Due Date:** Friday, September 15, 2023 2:00 pm  
[Back to Bids/RFPs](#)

The City of Ketchum (City) invites qualified public accounting firms to submit a proposal to provide financial audit services City's annual audit for the fiscal year ending September 30, 2023.

The City expects the successful firm to conduct a full and complete financial audit with accompanying notes for the fiscal year required by Idaho Code §67-450B (minimum requirement). Also, such audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

All questions regarding this project prior to opening of proposals shall be directed to Shellie Gallagher at [sgallagher@ketchumidaho.org](mailto:sgallagher@ketchumidaho.org).

### Documents

[Auditing Services RFP - 2023 \(213 KB\)](#)

### ALY SWINDLEY | CITY OF KETCHUM

Management and Communications Analyst  
P.O. Box 2315 | 191 5<sup>th</sup> Street West | Ketchum, ID 83340  
o: 208.727.5081 | f: 208.726.7812  
[aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) | [www.ketchumidaho.org](http://www.ketchumidaho.org)

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**From:** Shellie Gallagher <[sgallagher@ketchumidaho.org](mailto:sgallagher@ketchumidaho.org)>  
**Sent:** Monday, August 14, 2023 1:32 PM  
**To:** Aly Swindley <[aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org)>; Lisa Enourato <[LEnourato@ketchumidaho.org](mailto:LEnourato@ketchumidaho.org)>  
**Subject:** RFP for the website

Can you please post on our website. I have emailed and will be mailing copies to Workman & Company and Harris CPA.

Thanks

### SHELLIE GALLAGHER, CMC | CITY OF KETCHUM

City Treasurer  
P.O. Box 2315 | 191 W 5<sup>th</sup> Street | Ketchum, ID 83340  
o: 208.806.7065 | f: 208.726.8234



**CITY OF KETCHUM**  
 PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
 Administration 208-726-3841 (fax) 208-726-8234

**PURCHASE ORDER**

BUDGETED ITEM? \_\_\_ Yes \_\_\_ No

**PURCHASE ORDER - NUMBER: 23138**

<b>To:</b> 5303 WORKMAN AND COMPANY PO BOX 2367 TWIN FALLS ID 83303	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
09/11/2023	Shellie	Shellie		0	

Quantity	Description	Unit Price	Total
1.00	FY2023 AUDIT SERVICES 01-4110-4200	9,460.00	9,460.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		9,460.00

\_\_\_\_\_  
 Authorized Signature

# WORKMAN & COMPANY

Office of  
Accounting

2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

August 8, 2023

City of Ketchum, Idaho  
191 5t Street W  
Ketchum, ID 83340

Attached are documents containing our proposed contract for audit services. The essence of this contract is as follows:

1. We will audit the City's financial statements for the year ended September 30, 2023.
2. Our fee for this work will not exceed \$ 9,460 (unless additional work is necessary which would be negotiated.)
3. We will begin our audit services approximately November 6 and issue our report by December 31, 2023.

We are pleased to propose our services to the City. If you accept our proposed contract, please sign and return a copy to our offices.

Sincerely yours,

*Workman & Company*

Certified Public Accountants



# WORKMAN & COMPANY

Office of  
Accounting

2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

August 8, 2023

City of Ketchum, Idaho  
191 5<sup>th</sup> Street W  
PO Box 2315  
Ketchum, ID 83340

We are pleased to confirm our understanding of the services we are to provide the City of Ketchum, Idaho for the year ended September 30, 2023.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Ketchum, Idaho (City) as of and for the year ended September 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Information
- 3) Public Employees' Pension Information

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Combining Statements of Non-Major Funds
- 2) Debt Future Principal and Interest Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that

an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have not identified significant risk(s) of material misstatement as part of our audit planning.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the City in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1)

access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to The City of Ketchum, Idaho, however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Workman and Company, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided

under the supervision of Workman and Company, CPA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Brady Workman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately November 6, 2023 and to issue our reports no later than December 31, 2023.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,460 for a yellow book audit, \$11,500 if a single audit is required. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Mayor and City Council of the City of Ketchum, Idaho. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Ketchum, Idaho and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy, and return it to us.

Very truly yours,

*Workman & Company*

RESPONSE:

This letter correctly sets forth the understanding of the City of Ketchum, Idaho.

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## I. INVITATION TO SUBMIT PROPOSALS

Date of Request: Wednesday, August 16, 2023

Due Date for Proposals: September, 15, 2023 at 2:00 pm mountain time

The City of Ketchum (City) is seeking proposals for auditing services.

Copies of the RFP in PDF format may be obtained online at [www.ketchumidaho.org](http://www.ketchumidaho.org) or by submitting an email request to the following:

EMAIL: [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org)

SUBJECT: AUDITING SERVICES RFP

All questions regarding this project prior to opening of proposals shall be directed to Shellie Gallagher at [sgallagher@ketchumidaho.org](mailto:sgallagher@ketchumidaho.org).

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Proposer, according to the City's evaluation and as deemed to be in the best interest of the City. The City may opt to conduct interviews at its own discretion following the proposal deadline.

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The City of Ketchum intends to award a one-year contract as a result of this RFP. Additional optional terms of one-year may be included in any contract arising from this RFP.

## III. PRELIMINARY PROJECT SCHEDULE

As a guideline, the city anticipates the following schedule:

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Work Completion	11-30-2023

#### IV. SCOPE OF SERVICES

The successful firm will perform the audit as an expression of opinions as to whether the City's financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information when considered in relation to the financial statements as a whole.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures considered necessary to enable expression of such opinions.

The firm will produce a written report upon completion of the audit of the City's financial statements. The firm will also provide a report on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

The successful firm will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

The firm will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to attention. The firm will also inform the appropriate level of management of any violations of laws or governmental regulations that come to attention, and of any material abuse that comes to attention.

The firm's audit procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions.

## V. PROPOSAL FORMAT

Proposals shall be organized and contain the following information.

- Company information
  - Provide a summary of company.
  - Provide resume of project lead
  - Include Idaho License Information
- Description of experience with financial audit concepts
- Description of experience in similar projects
- Examples of Work and References (minimum of 3)
- Price Proposal

## VI. PROPOSAL SUBMITTAL INSTRUCTIONS

Sealed proposals and marked City of Ketchum – AUDITING SERVICES RFP shall be submitted via email or received at either of the following locations: [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org)

Mailing Address:

City of Ketchum  
PO Box 2315  
Ketchum, Idaho, 83340

Delivery Address:

191 5th Street W  
Ketchum, Idaho, 83340

Requests for information and/or clarification may be directed by email only to [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org)

The city will respond to any questions of a substantive nature via an addendum to this RFP. All addenda will be posted to the City's website and distributed to known holders of the RFP.



## Shellie Gallagher

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**From:** Aly Swindley  
**Sent:** Monday, August 14, 2023 4:01 PM  
**To:** Shellie Gallagher; Lisa Enourato  
**Subject:** RE: RFP for the website

Good to go first thing Wednesday!

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## Auditing Services

**Bid/RFP Status:** Open - accepting bids  
**Bid/RFP Due Date:** Friday, September 15, 2023 2:00 pm  
[Back to Bids/RFPs](#)

The City of Ketchum (City) invites qualified public accounting firms to submit a proposal to provide financial audit services City's annual audit for the fiscal year ending September 30, 2023.

The City expects the successful firm to conduct a full and complete financial audit with accompanying notes for the fiscal year required by Idaho Code §67-450B (minimum requirement). Also, such audit shall be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

All questions regarding this project prior to opening of proposals shall be directed to Shellie Gallagher at [sgallagher@ketchumidaho.org](mailto:sgallagher@ketchumidaho.org).

### Documents

[Auditing Services RFP - 2023 \(213 KB\)](#)

### ALY SWINDLEY | CITY OF KETCHUM

Management and Communications Analyst  
P.O. Box 2315 | 191 5<sup>th</sup> Street West | Ketchum, ID 83340  
o: 208.727.5081 | f: 208.726.7812  
[aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) | [www.ketchumidaho.org](http://www.ketchumidaho.org)

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**From:** Shellie Gallagher <[sgallagher@ketchumidaho.org](mailto:sgallagher@ketchumidaho.org)>  
**Sent:** Monday, August 14, 2023 1:32 PM  
**To:** Aly Swindley <[aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org)>; Lisa Enourato <[LEnourato@ketchumidaho.org](mailto:LEnourato@ketchumidaho.org)>  
**Subject:** RFP for the website

Can you please post on our website. I have emailed and will be mailing copies to Workman & Company and Harris CPA.

Thanks

### SHELLIE GALLAGHER, CMC | CITY OF KETCHUM

City Treasurer  
P.O. Box 2315 | 191 W 5<sup>th</sup> Street | Ketchum, ID 83340  
o: 208.806.7065 | f: 208.726.8234