YEO & YEO

CPAS & ADVISORS

Request for Proposal
City of Novi

Yeo & Yeo, CPAs & Advisors
Jamie L. Rivette, CPA, CGFM, Principal
691 N. Squirrel Road, Suite 100
Auburn Hills, MI 48326
248.239.0900
Acknowledged Addenda: No. 1
Authorized to sign proposal and contract: Jamie L. Rivette

Jamie L Rivette

March 1, 2024

Let's thrive.

Yeo & Yeo is a business success partner using the power of listening, perspective, and connected purpose to help our clients, communities, and colleagues thrive. We are grateful for the opportunity to be considered for this initiative, providing guidance on your unique path.

The following pages outline our company, our differences, our proposed relationship, and our commitment to you. If you have any questions, concerns, or clarifications, we're here to help. We appreciate your time and attention.

Thank you.

March 1, 2024

Ms. Sabrina Lilla, Deputy Finance Director
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Dear Ms. Lilla:

Thank you for considering Yeo & Yeo for your auditing needs. We are pleased to provide this proposal for your audit work for the fiscal years ending June 30, 2024, through 2028.

Yeo & Yeo is an innovative firm that is among the leading certified public accounting and consulting firms in the country. The following key points highlight our qualifications:

- A commitment to performing quality governmental audit, tax and consulting services. The firm currently provides services for more than 130 governmental audits.
- Members of the firm's Government Services Group are active in several associations, foundations, boards and committees.
- With our award-winning Audit process, our clients recognize greater efficiency, timely turnaround, and overall ease in the audit.
- A clear position of leadership among regional providers of auditing, accounting, business consulting, employee benefits, technology and tax services.
- Members of the firm's Government Services Group are frequent presenters at state and local conferences and trainings.

Yeo & Yeo has the knowledge and experience to furnish the auditing services that you are requesting. We adhere to the highest quality standards and are committed to serving timely and efficiently. This proposal is in effect for 90 days.

We look forward to the opportunity to work with you. Thank you for your consideration.

Sincerely,

Jamie L. Rivette

Jamie L. Rivette, CPA, CGFM
Principal, Yeo & Yeo
Jamie.rivette@yeoandyeo.com

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Independence

Yeo & Yeo is independent of the City of Novi as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards.*

We are not aware of any conflicts of interest related to the City of Novi or any of its agencies or component units for the past five (5) years and have quality control procedures in place to address any items or circumstances that may arise.

License to Practice in Michigan

Yeo & Yeo is licensed by the State of Michigan, Department of Licensing and Regulations, to practice public accounting in the State of Michigan. All key professional staff assigned are properly licensed to practice in the State of Michigan.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion

The company or any of its employees is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract.

Other Qualifications

- Yeo & Yeo meets the continuing education and external quality control requirements of *Government Auditing Standards.*
- Yeo & Yeo does not have a record of substandard audit work.
- We follow the American Institute of Certified Public Accountants' *Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits.*

Firm Qualifications and Experience

Yeo & Yeo has grown from a family-owned business to being among the Top 200 certified public accounting and consulting firms in the country. Our team of 31 Principals and Presidents and more than 200 professionals provides comprehensive solutions for individuals, businesses, school districts, units of government, and not-for-profit entities.

Yeo & Yeo is a full-service firm, providing accounting, auditing, business consulting, and tax services for businesses and organizations throughout Michigan since 1923. With the support of Yeo & Yeo Technology, Yeo & Yeo Wealth Management, and Yeo & Yeo Medical Billing & Consulting, we have created a strong network of professionals available to consult and proactively propose solutions for our clients.

The firm has nine offices throughout Michigan that are easily accessible to our clients with multiple locations. With locations in Alma, Ann Arbor, Auburn Hills, Flint, Kalamazoo, Lansing, Midland, Saginaw, and Southgate, the firm is positioned to provide local, hands-on service. The firm's audit team consists of 52 auditors. We utilize a team approach to staffing audit engagements based on the required skill sets of the team, rather than where the office is physically located. Because of this, we may draw on governmental professionals who are based in any of our offices.

At Yeo & Yeo, we listen to your vision, we help you fulfill it, and we walk alongside you easing complexities – never adding to them.

Yeo & Yeo's certified public accountants and advisors provide organizations and businesses with forward-thinking, comprehensive solutions in accounting, audit, tax, and business consulting to improve accountability, reduce risk, enhance profitability, and minimize taxes.

Whatever your chosen path, wherever you'd like to go, Yeo & Yeo is here with you. From everyday needs to long-term goals, let's get there. Together.

Peer Review.

Yeo & Yeo's most recent external peer review was for the period ended August 31, 2022. The pass report is the highest possible mark. The peer review letter follows:

BROWN EDWARDS
certified public accountants

Report on the Firm's System of Quality Control

To the Principals of
Yeo & Yeo, P.C., CPAs and
Advisors and the
Peer Review Committee of the
Michigan Association of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Yeo & Yeo, P.C., CPAs and Advisors (the "firm") in effect for the year ended August 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Yeo & Yeo, P.C., CPAs and Advisors in effect for the year ended August 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Yeo & Yeo, P.C., CPAs and Advisors has received a peer review rating of pass.

Brown, Edwards & Company, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

Glen Allen, Virginia
February 22, 2023

Yeo & Yeo has no issues with any federal or state desk reviews or field reviews of its audits during the past three years. Yeo & Yeo has not had any disciplinary action taken or pending during the past three years with state regulatory bodies or professional organizations.

Partner, Supervisory and Staff Qualifications and Experience

Your project will be staffed with individuals who collectively possess the necessary skills in financial management, accounting and auditing, technology, internal controls, and compliance with laws and regulations, together with knowledge of governmental regulatory requirements. In order to maintain quality of the staff and audit efficiency over the term of the assignment, the Principal-in-charge will take a participative role in the audit. It has always been Yeo & Yeo's philosophy to keep the same staff on our audit engagements from year to year. This practice increases job efficiency and client satisfaction. We typically do not rotate Principals unless mutually agreed upon with our clients.The following individuals will be assigned to your audit team.

Jamie L. Rivette

CPA, CGFM | Principal
Principal In-Charge

Michael Rolka

CPA, CGFM | Principal
Concurring Reviewer

Christina LaVielle

Manager

Daniel Beard

CPA | Manager

Jamie L. Rivette CPA, CGFM Principal.

Education
BBA Bachelor Business Administration – Northwood University

Professional Certifications
Certified Public Accountant (CPA)
Certified Government Financial Manager (CGFM)

Professional Memberships
American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Government Finance Officers Association (MGFOA)
Michigan Association of School Boards (MASB)
Michigan Municipal Executives (MME)
Michigan Municipal League (MML)

Government
GFOA Certificate of Achievement for Excellence in Financial Reporting Program Special Review Committee
Michigan Government Finance Officers Association Accounting & Auditing Standards Committee
Michigan Government Finance Officers Association Past Board Member

Specialty Areas
Municipalities
Audits under *Government Auditing Standards*
Single Audits under 2 CFR 200

Experience
Yeo & Yeo (1999 to present)
- Principal
  - Assurance Service Line Leader
  - Firm Government Team Leader

Community Service
Hemlock School Board of Education, Treasurer
Junior League Community Advisory Board
Hemlock Middle School – Volunteer Cross Country Coach

Presentation/Presenter
Fraud and Prevention in Local Governments
MICPA – "Basic Governmental Auditing"
Michigan Township Association – "GASB Update"
MICPA – "Is Your Audit Paperwork up to Snuff?"
MICPA – "Fraud Risks and Why Internal Controls are Important"
MME & MGFOA – "Preparing for a Headache Free Audit"
MICPA – "First Pensions, Now OPEB: What You Need to Know About GASB 74 & 75"
GASB 84 If you Report Fiduciary Funds, Expect Some Changes
The Case for Internal Controls – Reducing Fraud in Government Entities is Easier Than You May Think
MGFOA Spring Conference – "How to Prepare for a Headache Free Audit"
MGFOA Fall Conference – "Enterprise Fund Accounting"
Are Your Security Systems and Employees Prepared to Fight Off Potential Hackers?
Overcoming the Challenges of Remote Auditing During the COVID-19 Crisis
Analytical Procedures Can Help Make Your Audit More Efficient
What Governments Need to Know About GASB 96 Implementation

Training
Michigan Township Auditors Institute
Michigan Government Finance Officers Association Annual Conference
Government Audit Quality Control Annual Update
Governmental Accounting & Auditing Update
Super Circular – Federal Grants
GASB 68 Implementation
GASB 75 OPEB Implementation: Accounting and Auditing Considerations
State & Local Government Audit Planning Considerations
Michigan Municipal Executives Annual Conference

Michael L. Rolka
CPA, CGFM
Principal.

Education
Bachelor of Professional Accountancy from Saginaw Valley State University (2012) with a major in Accounting and minor in Finance

Professional Certifications
Certified Public Accountant (CPA)
Certified Government Financial Manager (CGFM)

Professional Memberships
American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Government Finance Officers Association (MGFOA)

Experience
Yeo & Yeo (2012 to present)
- Principal
  - Firm Government Services Team Member
  - Firm Audit Team

Specialty Areas
Audits of Municipalities
Single Audits under the Uniform Grant Guidance
Audits under *Government Auditing Standards*
Audits of local school districts

Community Service
Clinton River Watershed Council Finance Committee
MICPA Governmental Accounting and Auditing Expert Panel
MGFOA Standards Committee
MGFOA Board of Director
Special Olympics

Presentation/Presenter
Government Fraud Case Studies
MICPA – *Model Accounting: Compensated Absences*
MICPA – *Creating Impactful Presentations Delivering Government Audit Results*
MICPA – *An Abundance of Relief: Auditing Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)*

Training
Michigan Government Finance Officers Association Annual Conference
Governmental Accounting & Auditing updates
Uniform Guidance
Michigan Municipal League Conference
MICPA Government & Auditing Conference
School Update

Christina LaVielle
Manager.

Education
Bachelor of Science in Professional Accountancy
from Central Michigan University (2013)

Professional Memberships
Michigan Government Finance Officers Association

Specialty Areas
Audits of municipalities
Audits of local school districts
Single audits under Uniform Grant Guidance
Audits under *Government Auditing Standards*

Experience
Yeo & Yeo (2014 to present)
Manager
Member of Firm Government Service Team
Member of Firm Audit Team

Community Service
Auburn Hills Chamber of Commerce Member
Auburn Hills Chamber of Commerce Golf Committee Member

Presentation/Presenter
Choosing the Right Auditor for your Government Entity
Beware of These 3 Common Types of Unlawful Expenditures
Common Capital Asset Reporting Issues Encountered by Municipalities

Training
Michigan Government Finance Officers Association Conference
School updates
Single Audit updates
IDEA Training
Nonprofit training
BS&A training

Daniel A. Beard
CPA
Manager.

Education
Master of Science in Accounting from Eastern Michigan University 2015
Bachelor of Business Administration from Eastern Michigan University 2010

Professional Certifications
Certified Public Accountant (CPA)

Professional Memberships
American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Government Finance Officers Association

Specialty Areas
Audits of government
Audits of local school districts
Audits of not-for-profit organizations
Audits of for-profit businesses
Audits of fraud
Single Audits
Preparation of not-for-profit tax returns

Experience
University of Michigan (2010-2016)
    Financial Specialist, Medical School
    Associate Administrator, Various Depts.
Yeo & Yeo (2016 to present)
    Manager
        Firm Government Services Team
        Firm Audit Team

Community Service
Leadership Ann Arbor
Ann Arbor Chamber of Commerce

Training
Michigan Government Finance Officers Association Conferences
School Updates
Accounting Update
Nonprofit training
MICPA Applying Uniform Guidance in Your Single Audits
990 training

Presenter
MICPA Governmental Accounting & Auditing Conference - May 2023 – *Model Accounting; Compensated Absences*

Similar Engagements with Other Government Entities

Yeo & Yeo brings a depth of experience in your industry. This helps us understand the terminology, the challenges, the processes, the trends, and the potential risks. With this foundation, we create a plan based on the exacting needs of your organization. Knowledge and insight meet personalization and possibilities: a perfect combination.

We have worked with the following organizations and encourage you to reach out to them to help better experience the Yeo & Yeo difference.

City of Troy (first year engagement)
Rob Maleszyk, CFO
Robert.maleszyk@troymi.gov
586.649.8712
500 W. Big Beaver Rd., Troy, MI 48024
Total audit hours: 360
Scope of work: Annual Comprehensive Financial Report & Single Audit
Date: 2023
Engagement Partner: Alan Panter

City of Farmington Hills
Thomas Skrobola, Finance Director/Treasurer
tskrobola@fhgov.com
248.871.2430
31555 Eleven Mile Rd., Farmington Hills, MI 48336
Total audit hours: 315
Scope of work: Annual Comprehensive Financial Report & Single Audit
Date: 2019 - Current
Engagement Partner: Jamie Rivette

City of Bay City
Angela Willsie, Chief Accountant
awillsie@baycitymi.org
989.894.8115
301 Washington Avenue, Bay City, MI 48708
Total audit hours: 310
Scope of work: Annual Comprehensive Financial Report & Single Audit
Date: 2017 - Current
Engagement Partner: Jamie Rivette

City of Saginaw
Tim Morales, City Manager
citymanager@saginaw-mi.com
989.759.1654
1315 S. Washington Avenue, Saginaw, MI 48601
Total audit hours: 300
Scope of work: Annual Comprehensive Financial Report & Single Audit
Date: 2012 - Current
Engagement Partner: Jamie Rivette

City of St. Clair Shores
Renae Warnke, Director of Finance
warnker@scsmi.net
586.447.3310
27600 Jefferson Circle Drive, St. Clair Shores, MI 48081
Total audit hours: 300
Scope of work: Annual Comprehensive Financial Report & Single Audit
Date: 2016 - Current
Engagement Partner: Ali Barnes

Current Client List:

Ann Arbor District Library
Arcada Township
Argentine Township
Auburn Hills Public Library
Au Gres, Sims, Whitney Fire & Rescue Authority
August Charter Township

Bacon Memorial District Library
Bay Arenac Behavioral Health
Beecher Metropolitan District
Birch Run Township
Bloomfield Township Public Library
Buena Vista Charter Township
Buena Vista Charter Township-DDA

Caro Transit Authority
Cass County
Cass County Medical Care Facility
Cassopolis Area Utilities Authority
Charter Township of Flushing
Charter Township of Genesee
Charter Township of Independence
Charter Township of Mount Morris
Charter Township of Orion
Charter Township of Plymouth
Charter Township of Union
Chelsea District Library
City of Alma
City of Auburn Hills
City of Au Gres
City of Bangor
City of Bangor DDA
City of Bay City
City of Clawson
City of Dowagiac
City of Farmington Hills
City of Fenton
City of Flat Rock
City of Fraser
City of Grosse Pointe Park
City of Highland Park
City of Hillsdale
City of Howell
City of Mason
City of Midland
City of Portage
City of River Rouge
City of Saginaw
City of Sandusky
City of St. Clair Shores
City of Standish
City of Troy
City of Utica
City of Woodhaven

Clio Area Fire Authority
Community Mental Health for Central Michigan
Crystal Township

Decatur Township
Decatur-Hamilton Joint Fire Dept.
Decatur-Hamilton Quick Response Unit
Douglass Township

Fulton Township

Gogebic Medical Care Facility
Gratiot Area Water Authority
Gratiot County

Hamilton Township
Hayes Township

Isabella County Medical Care Facility

Lenawee County

Meridian Township
Mid-Michigan District Health Department

North Star Township

Pleasant View Shiawassee County Medical Care Facility

Saginaw County Community Mental Health Authority
Saginaw Midland Municipal Water Supply Corp
Saginaw Promise Zone
Saginaw Public Library
Sims-Whitney Utilities Authority
Southeast Macomb Sanitary District
Southeast Macomb Disposal Authority

Thetford Township
Township of Grosse Ile

Village of Martin
Village of New Haven

Wayne Township

Specific Audit Approach

YeoLean is a reimagined, Lean Six Sigma-based audit process, providing greater efficiency and overall ease in the audit engagement. Our professionals come on-site with a purpose of maximizing our immersion while minimizing your time.

Experience quicker turnaround time, thorough communication, and a structured workflow for maximum efficiency. Our award-winning process is more than applying concepts to improve processes, but rather a cultural change of focusing on audit value and continuous improvement. The audit will be performed in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*.

Pre-Planning (Staff Level: Partner & Manager - Number of hours: 15)

Pre-planning will assist in determining the information to be gathered during the audit process. Pre-planning includes a meeting with management and the audit committee to determine the logistics of the audit.

Planning (Staff Level: All Levels - Number of hours: 30)

Proper planning assists us in developing an audit plan that focuses on key areas and issues. The planning phase of the audit will include the following to be used in risk assessment:

- Gathering information about the organization and environment
- Reviewing prior year audit results
- Identifying unusual and unexpected financial trends
- Obtaining an understanding of internal controls at both the entity and activity level
- Walking through significant transaction classes
- Consider management override of controls

Risk Assessment (Staff Level: Partner & Manager - Number of hours: 30)

This phase of the audit will include assessing the risk of material misstatement of the financial statements:

- Identifying significant audit areas
- Identifying significant and fraud risks using information gathered during the planning process
- Discussions with employees, management, and the Board
- Assessing risk by audit assertion (existence/occurrence, rights, and obligations, completeness, valuation, allocation, and cutoff) for account balances
- Utilization of data extraction software

Audit Plan (Staff Level: All Levels - Number of hours: 165)

The audit plan will be developed to cover the significant audit areas and the risks identified during the risk assessment process. This is the core of the audit and ensures the audit is tailored to your specific needs. This is not a one-size-fits-all audit.

Single Audit, if required (Staff Level: All Levels - Number of hours: 20)

Evaluation and testing of internal controls and compliance of federal awards will be performed in accordance with the 2 CFR 200 compliance supplement and Government Auditing Standards issued by the Comptroller General of the United States. We provide specific testing and risk assessment for each major program based on the fourteen compliance areas.

Reporting (Staff Level: Partner, Manager & Senior - Number of hours: 40)

We will prepare the financial statements and disclosures from the trial balance and the information that you provide to us.

The following reports will be provided:

- Opinions on the financial statements in accordance with generally accepted auditing standards.
- Internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Compliance with requirements applicable to each major program and on internal control over compliance in accordance with 2 CFR 200, if required.

We will report to those in charge of governance in accordance with professional standards. Management comments will be prepared to provide management with the opportunity to strengthen internal controls and operating efficiency.

The financial statements and communication letter will be reviewed with management before they are finalized to ensure that information has been appropriately interpreted and recommendations are practical.

Identification of Anticipated Potential Audit Problems

This identifies and describes any anticipated potential audit problems, the firm's approach to resolving these problems/issues and any special assistance that will be requested from the City of Novi.

Information Not Ready

We will have open communication during the audit to help prevent this but will schedule the audit as planned and we can be flexible with the timing. We will also contact management as soon as any issues arise.

Additional Charges for Services

Should additional services/assistance be necessary, we will discuss with management and get approval prior to charging for any additional services.

Uncooperative Employees

We will discuss this issue with the appropriate level of management.

Surprises

Management will receive draft reports of any comments, recommendations, or findings to make sure facts are correct and corrective action is appropriate.

Timeline

If our timeline for the presentation is ever in jeopardy, we will communicate this to the appropriate level of management immediately.

Staffing/Personality Issues

We ask that if you encounter any issues with our staff, whether it be a new staff member, a manager, or a partner, that you contact the appropriate level of management so that we can make a decision that will benefit the City of Novi.

Report Format

Website for examples/reports of our past financial statements:
https://treas-secure.state.mi.us/DocumentSearch

Accountability. Transparency. Possibility.

Government Industry Experience

Governmental Audit Quality Center (GAQC) Member

Yeo & Yeo is a member of the AICPA's Governmental Audit Quality Center (GAQC) committed to adhering to the highest standards in performing quality government audits. As a benefit of GAQC membership, our audit professionals have access to the latest notices and advice regarding audit, accounting and regulatory issues. In turn, Yeo & Yeo will keep you informed of important issues and best practices.

GFOA Certificate of Achievement for Excellence in Financial Reporting Experience

Yeo & Yeo supports the Certificate of Achievement for Excellence in Financial Reporting Program (Annual Comprehensive Financial Report program) with audit team members currently active in the certification review process, including Yeo & Yeo's Government Services Group Leader, Jamie Rivette, who serves on the Special Review Committee. The following clients have earned their Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

- Cass County
- City of Alma
- City of Bay City
- City of Farmington Hills
- City of Fenton
- City of Midland
- City of Portage
- City of Saginaw
- City of St. Clair Shores
- City of Troy

Actively Involved

Our audit professionals and members of Yeo & Yeo's Government Services group are actively involved in industry associations that keeps us on the forefront of industry and regulatory issues and also allows us to share our expertise as frequent presenters and trainers.

- Government Finance Officers Association
  - GFOA Certificate of Achievement for Excellence in Financial Reporting Program Special Review Committee member
- Michigan Certified Public Accountants Government Task Force
- Michigan Municipal League
- Michigan Townships Association
- State of Michigan Advisory Committee for Implementation of Uniform Chart of Accounts
- Michigan Government Finance Officers Association
  - Board of Directors
  - Accounting and Auditing Standards Committee
  - Legislative Committee
  - Membership and Mentoring Committee
  - Technology Resource Committee

A Proud Family of Companies

Through our family of companies, we work with you to achieve your unique goals. It is focused expertise, designed to bring all you need, exactly how you need it.

YEO & YEO

CPAS & ADVISORS

Comprehensive solutions in accounting, audit, tax, and business consulting. Helping you thrive with confidence.

YEO & YEO

TECHNOLOGY

Managed IT solutions to help you stay productive, compliant, and secure. Helping you lean forward.

YEO & YEO

WEALTH MANAGEMENT

Asset management, estate planning, tax implications, and more. Helping you plan for what's next.

YEO & YEO

MEDICAL BILLING & CONSULTING

Complete billing and management solutions for visionary practices. Helping you focus on what's important.

4 Companies

providing right-sized relationships, knowledge, and focus.

YEO & YEO
CPAS & ADVISORS

YEO & YEO
MEDICAL BILLING & CONSULTING

YEO & YEO
TECHNOLOGY

YEO & YEO
WEALTH MANAGEMENT

Founded in 1923

for a century+ of perspective and service.

Offices across Michigan

to help you exactly where you are.

31 Principals & Presidents

offering unmatched expertise and proven commitment across the state.

200+ Team Members

service and industry specialized professionals dedicated to your needs.

Reach Beyond Michigan

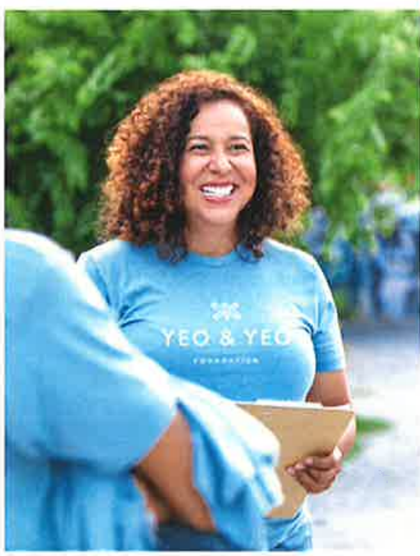
through our extended network.

AN INDEPENDENT MEMBER OF BDO ALLIANCE USA

PRONEXUS

96%

of our people say they are proud to work for Yeo & Yeo.



Giving Back

to our communities and those in need through the Yeo & Yeo Foundation.

239 Organizations
received a donation

$485,343
total awarded donations

$478,472
contributions from Yeo & Yeo employees, leaders, and firm revenue

Awards

recognizing our level of commitment and success.

INSIDE TOP 200 FIRMS

BEST AND BRIGHTEST COMPANIES TO WORK FOR

BEST AND BRIGHTEST IN WELLNESS

CRAIN'S DETROIT BUSINESS

Honoring All Perspectives. Bringing Our Whole Selves.

Commitment to Diversity, Equity, and Inclusion

Yeo & Yeo is committed to an inclusive, diverse, and equitable workplace where our people can be their authentic selves and our culture supports our clients and communities.

Yeo & Yeo values diversity, and we put emphasis on hiring and supporting a diverse workforce, as well as giving back to the communities in which we live and work with our time, talents, and treasures.

We make a strong effort to annually educate and encourage students early on to go into accounting and professional services, from speaking at high schools with large minority enrollment to having students tour Yeo & Yeo and providing scholarships. We also work closely with colleges throughout Michigan with an emphasis on finding diverse candidates.

Yeo & Yeo is incredibly proud of our family-friendly culture and our ability to attract and retain women. For years, we have provided our professionals with a healthy work-life balance. We support that even more so now, with many of our professionals working remotely and effectively balancing work and home life. Further, our total workforce is more than 54% female, and the number of women in leadership positions exceeds 50%. The average percentage of female partners for CPA firms across the nation is only 15%.

Yeo & Yeo's culture also focuses on supporting our communities by giving back to organizations such as the Boys & Girls Club, food banks, homeless shelters, READ associations, child abuse and neglect organizations, and many others that serve a large proportion of minority groups.

Document Portal: Suralink

Suralink is a web-based communication platform that adds transparency and efficiency to your audit. The platform provides a secure file transfer portal, dynamic request list, and real-time workflow updates. Suralink keeps all requests in the same place, making it easier to complete your engagement.

Delegate, Assign, and Filter Requests

- Delegate requests to specific team members and filter requests by status or owner
- The status of each request is indicated by a color and automatically changes with progress

Central Dashboard with Real-Time Progress Updates

- Easily view the percentage of progress of requests and engagements
- See the real-time status overview of each request in a quick view bar
- Each request holds files, comments, assignments, and an activity log
- Set preferences to receive notifications of activity relating to your engagement

Improve Efficiency

- Spend your time getting the job done, not reconciling a messy list of outstanding items
- Download all files in a section, edit a group of requests, communicate with your team, or drag and drop multiple files at the same time—all with just a few clicks

Protect Your Sensitive Information

- Integrate your current two-factor authentication provider or start using Google at no cost
- Protect sensitive information with inactivity time-out and SSL AES 256-bit encryption

suralink

Nurturing A Relationship Built on Success.

Educational Content and Resources

Yeo & Yeo keeps you informed about important issues affecting your organization and provides the training and resources you need to achieve excellence.

eNewsletters

- Up-to-date information
- Delivered to your inbox
- Custom, timely content

Audit Resource Center

- Tips & Tools
- Easy access on yeoandyeo.com
- Timely Updates

Client Training & Webinars

- Key topics
- Client empowerment & education
- Forum for compliance

eAlerts

- Urgent information
- Changes, deadlines & need-to-know information
- Instant notifications

Blog

- Deep insight
- Timely perspectives
- Fresh analysis from thought leaders

A Focus on Government Audits.

The Yeo & Yeo Difference

At Yeo & Yeo, we understand the complexity of state and federal compliance requirements. We also understand the importance of working with a partner you can trust. Our work in governmental audits goes beyond the technical; we want to maximize efficiency in a very human, very Yeo & Yeo way. The following sets us apart.

Exceptional People.

Expertise. Empathy. Enthusiasm. All of Yeo & Yeo's experts choose their career path through personal experience and interest making them extraordinarily dedicated to their work. Yeo & Yeo is known for its exceptional service, professional staff, and the enjoyable experience you will have while working with them.

Deep Experience.

Our statewide firm has 52 dedicated governmental auditors that provide services to organizations throughout Michigan. We have the knowledge and insight to recognize opportunities and identify specific areas of your organization that can be strengthened.

Timely Communication.

Our start to finish scheduling process ensures accurate pre-planning for a smooth transition. Our clients know what to expect when we arrive on site. We make it a priority to provide frequent updates and communication throughout the entire engagement.

Partner Involvement.

We maintain the same partners on engagements year after year, creating ongoing continuity and deep situational knowledge. Your dedicated partner-in-charge will be onsite and available to you during the audit. A concurring partner will provide a high-level overview for quality control.

A Passion for Community.

It's our passion to invest time, talent, and resources in the communities where we live, work, and play.

Proposed Schedule

Upon Notification of the Award

Contact with Management
Planning Meeting

Early to Mid September

Field Work (Audit Plan)

Late October

Exit Conference with Management
Financial Statements
Single Audit Report, if required
Management Letter

November/December

Presentation

Client Responsibilities

To be respectful of your time and ours, we schedule our client work well in advance. When engagements have to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put your engagement at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our quote is contingent on the following:

- All items on the assistance list being completed by the due dates indicated
- The audit being performed during the dates scheduled
- All accounts being adequately reconciled by the beginning of scheduled fieldwork
- Accurate information provided to us that does not require subsequent rework
- Suralink is used to provide the assistance list items to us
- Agreement with due dates for items on Client Assistance List
- Work papers should be in Excel, Word, or PDF format
- Trial balance and budget for each fund as of year-end
- Schedules, reconciliations and supporting documentation for each balance sheet account as of year-end
- Schedules and supporting documents for revenue and expense accounts as determined
- Completion of an "internal control audit organizer"
- Written policies and procedures
- Supporting documents for various walk-throughs, tests of transactions and compliance as specifically requested
- Confirmations as requested
- Copies of notes, leases, and agreements in effect during the year and at year-end
- Required certifications
- Minutes for each board meeting held during the period under the audit and all subsequent minutes to meetings prior to the report date
- Organization chart
- List of all board members, management, and any other known related parties
- Prepare Management Discussion & Analysis
- Schedule of Federal Awards (SEFA), or oversight in preparing of the SEFA (if required)
- Oversight in the preparation of the financial statements,Government-wide conversion entries, and data collection form (if required)
- Additional information for single audit major program testing (if required)

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be scheduled, then an additional price of 20% may apply. Beyond this, the time required for rework and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.

Thank You for Considering Yeo & Yeo

We appreciate the opportunity to present this proposal and are committed to helping you achieve your goals. This is more than just a project for us; it's an opportunity to create an important relationship built on success.

Yeo & Yeo's Government Services was created for this exact purpose, and we look forward to the selection process. Beyond your engagement team, you will have access to our full Government audit team of experts. We would love for you to get to know them. Use the link below or scan the QR code to watch a video introducing our team.

Video link: yeoandyeo.com/government-services-engagement-team

If you have any questions or concerns or need clarifications, do not hesitate to contact me.

Let's thrive.

Jamie L. Rivette, CPA, CGFM
Principal, Yeo & Yeo
Jamie.rivette@yeoandyeo.com

YEO & YEO

CPAS & ADVISORS

P.O. BOX 3275
SAGINAW, MI 48605

City of Novi
Attn: Finance Department
45175 Ten Mile Rd.
Novi, MI 48375

First Class Mail

RFP: Professional Auditing Services

2/29/24
11:40 am
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