

Jonesville Community Schools



Empowering Students Today for a Successful Tomorrow

Central Office

115 East Street

Jonesville, MI 49250

Phone 517.849.9075

Fax 517.849.2434

Jonesville Community Schools

115 East Street

Jonesville, MI 49250

(517) 849-9075

Request for Proposal

Audit Services

For the Years Ending June 30, 2026, 2027, and 2028

GENERAL CONDITIONS

Jonesville Community Schools is soliciting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending June 30, 2026, 2027, and 2028. The district reserves the right to extend the minimum three-year contract an additional two years based on satisfactory performance of audit services.

The audit is to include an examination of the following funds: General, Food Service, Debt Service and all Federal programs required to be audited by the State of Michigan.

The examination must be performed in occurrence with generally accepted auditing standards. The financial report must be prepared in accordance with GASB Statement No. 34 and the Michigan School Accounting Manual.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of audit services solely based on cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

TIME TABLE:

1. Release of RFP on or about March 1, 2026
2. Proposals are due at 3:00 P.M. on Thursday, April 2, 2026.
3. Board of Education action on or before April 27, 2026.
4. Notification to all firms as soon as possible after April 27, 2026.
5. Preliminary audit work is to be conducted during June each year.
6. Audit to be conducted during July or August each year.
7. Financial Statements completed for distribution in September or October following each fiscal year end.
8. Presentation of Financial Statements to the Board of Education during our September or October board meetings of each year.

FIRM/AUDITOR QUALIFICATIONS

- The firm must maintain enough professional staff to provide adequate technical expertise and depth.
- The firm and the partner assigned to the district must have considerable experience in auditing K-12 public school districts within the State of Michigan.
- The auditor is expected to be familiar with the types of policies and procedures school districts follow.
- The auditor will provide a profile of the professional responsible for the overall management of the audit. The auditor must be fully informed regarding generally accepted accounting principles and auditing procedures.
- The firm shall identify the audit manager, field supervisors and other staff who will work on the audit, including staff from other than the local office.

- Assurance must be given that during the life of the three-year contract there will be some continuity in the assignment of audit staff. It is in the mutual interest of the district and the audit firm that there are not any dramatic changes in audit staff every year.
- The firm's professional staff must be trained specifically in auditing and accounting for school districts.
- The firm must be actively involved in school financial organizations on a county and state level.
- All assistants must be properly trained and supervised, and the work must be adequately planned.
- The firm must have an excellent reputation for service in school district auditing.

In addition, we request the auditor offers possible alternative solutions to improve fiscal management of Jonesville Community Schools and that the auditor advise the accounting office in writing about any changes in accounting procedures to assist with ongoing compliance with the latest recommendations.

The auditor shall furnish the school district with 10 printed copies and a PDF electronic file of the Comprehensive Annual Financial Report and Single Audit Report (if a Single Audit is required).

DISTRICT INFORMATION

Jonesville Community Schools currently utilizes Skyward for general ledger, accounts payable, cash receipts, accounts receivable, payroll, human resources functions.

Attached is a summary of the 2025-2026 Board approved budget. If you wish to review the records of Jonesville Community Schools, you may contact Jennifer Burleson at (517) 826-7004 or via email at jburleson@jonesvilleschools.org.

PROPOSAL

Please segregate in your proposal the amount estimated to be charged to federally funded programs. In addition, please provide as references the names of school districts that you have audited in recent years including email address and phone number for the main point of contact.

Please submit one hard copy by mail or in person. An electronic copy must also be included. All mailing, shipping, emailing or delivery of proposals should be addressed to the bid contact. No verbal or faxed proposals will be considered.

Include the completed Bid Disclosure Affidavit form with your proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. **All questions and correspondence should be directed to Jennifer Burleson at the address noted below, by email jburleson@jonesvilleschools.org or by telephone at (517) 826-7004.**

Jennifer Burleson, Business Manager
Jonesville Community Schools
115 East Street
Jonesville, MI 49250

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the audit firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

**Jonesville Community Schools
Bid Disclosure Statement and Affidavit**

The vendor certifies that it is not an Iran Linked Business per bid requirements under Michigan's "Iran Economic Sanctions Act", effective April 1, 2013.

The vendor affirms that there is no direct or indirect business relationship between this firm and any of its employees, with any member of the Jonesville Community Schools Board of Education or any school district employee in a position of influence and there is no conflict of interest, except as indicated below:

_____.

Firm name: _____

Name (Printed): _____

Title: _____

Signature: _____

Date: _____

STATE OF MICHIGAN)

COUNTY OF)

Subscribed and sworn before me, this _____ day of _____, 20____, by

_____.

_____, Notary Public

_____, County, Michigan

My Commission Expires: _____

AUDIT PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to assist us in evaluating your firm. **Proposals are due by 3:00 p.m. on Thursday, April 2, 2026.**

Qualifications

1. Location of the office that will be performing the audit for Jonesville Community Schools.

2. Number of Michigan school district audits that your firm conducted in each of the last three years. Please attach a list of school districts.

Year ending June 30, 2025 _____
Year ending June 30, 2024 _____
Year ending June 30, 2023 _____

3. Number of other governmental (fund accounting) audits your firm has conducted in each of the last two years.

Last year (2025) _____
Prior year (2024) _____

4. Provide a list of your firm's involvement in school district type organizations.

5. Please list specific school district audit training supplied to your staff in the last two years.

6. Number of total audit staff. Do not include tax, consulting services or clerical personnel

Number of audit staff _____

Number of audit staff with CPA certification _____

7. Number of staff as defined in the question above who were directly involved in a significant portion of the audit of a school district in the last two years. _____

8. Of your staff assigned in school audits, how many years of experience have they had performing school audits (total and with your firm).

Staff with the highest number of years: School audits _____

With your firm _____

Next staff with the highest number of years: School audits _____

With your firm _____

Average number of years school audit staff: School audits _____

With your firm _____

9. What type of consultation do you provide to the school district on an annual and ongoing basis at no additional cost?

10. Provide a synopsis of other management consulting services available with the number of staff specifically assigned to each. List examples of studies you have done for various school districts.

11. Indicate other services that you provide to your clients.

12. What proactive communications can or do you provide to our schools in regard to state or federal law updates?

13. Fees – Please indicate the components of the fee as follows:

	<u>Base Audit Cost</u>	<u>Other</u>	<u>Total</u>
For the year ending June 30, 2026	_____	_____	_____
For the year ending June 30, 2027	_____	_____	_____
For the year ending June 30, 2028	_____	_____	_____

Cost for alternate services:

Please describe:

Hourly rates for consulting services beyond the scope of the ordinary consultation services included in number 10 above:

Name of Firm: _____

Address: _____

Telephone: _____

Name of person in charge of audit

Title

Signature

Date

**JONESVILLE COMMUNITY SCHOOLS
GENERAL EDUCATION FUND BUDGET 2025.2026**

		2022-23	2023-2024	2024-25	2025-26
		Actual	Actual	Final Revision	Proposed
Revenues:					
	Local Sources	\$ 2,004,906	\$ 1,932,309	\$ 2,051,684	\$ 1,921,376
	Local Sources - Athletics	100,408	238,674	188,273	96,003
	State Sources	14,433,811	14,702,508	14,889,167	14,387,618
	Federal Sources	1,438,055	451,388	278,489	235,850
	Other Sources			179,202	48,000
	Total Revenues - General Fund	\$ 17,977,180	\$ 17,324,879	\$ 17,586,815	\$ 16,688,847
Expenditures:					
Instruction Expense:					
	Basic Programs	\$ 8,685,637	\$ 8,765,475	\$ 9,412,611	\$ 8,742,944
	Added Needs	1,100,706	1,390,047	1,165,339	1,202,270
Support Service:					
	Pupil Services	669,107	874,938	1,150,200	1,200,228
	Instruction Staff	357,966	177,314	171,356	179,667
	General Administration	385,049	410,106	393,083	386,260
	School Administration	1,094,575	1,063,672	1,067,465	1,059,255
	Business Services	296,627	261,246	275,386	276,870
	Operations and Maintenance	1,575,270	1,517,209	1,862,136	1,755,742
	Transportation	880,215	893,006	1,126,227	858,905
	Central Services	346,022	475,194	402,108	249,100
	Athletic Expenses	474,925	543,300	589,000	455,670
	Endowment Expenses		202,290	55,465	220,000
	Community Services	3,491	6,452	14,282	11,000
	Capital Outlay	1,326,268	243,127	48,363	-
	Outgoing Transfers and Other Transactions	(172,381)	43,696	14,237	15,000
	Total Appropriated - General Fund	\$ 17,368,239	\$ 16,779,680	\$ 17,747,258	\$ 16,612,911
	Net Income (Loss)	\$ 608,941	\$ 545,199	\$ (160,443)	\$ 75,936
	Beginning Fund Balance, July 1st	\$ 3,065,981	\$ 3,674,922	\$ 4,220,121	\$ 4,059,678
	Ending Fund Balance, June 30th	<u>\$ 3,674,922</u>	<u>\$ 4,220,121</u>	<u>\$ 4,059,678</u>	<u>\$ 4,135,614</u>
		21.2%	25.2%	22.9%	24.9%