



TOWN OF BURNSVILLE Request for Proposal (RFP)
To Provide Audit Services

Responses Due: February 20, 2026

RFP Schedule (Tentative)

- RFP Issued: 1/15/2026
- Deadline for Questions: 1/30/2026 (submit by email to Leslie Crowder)
- Responses to Questions Issued: 2/6/2026- **Answers will be posted on the Town's website www.townofburnsville.org under the Town Government tab Bids and Proposals where this RFP is published. Individual emails with answers will not be sent.**
- Proposal Due Date: 2/20/2026 by 4:00 p.m Eastern Standard Time
- Interviews (if applicable): 3/2/2026-3/6/2026
- Firm Selection: 4/2/2026
- Contract Approval-Start Date: 5/7/2026

Town's Contact information:

Name: Leslie Crowder

Title: Finance Director, Town of Burnsville

Address: 2 Town Square, Burnsville, NC 28714 (physical address)
PO Box 97, Burnsville, NC 28714 (USPS mailing address)

Phone: (828)682-2420

Email: ap@townofburnsville.org

Request for Proposal

The Town Council of Town of Burnsville, North Carolina (hereinafter called the "Town") invites qualified independent auditors (hereinafter called "auditor") having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the Town of Burnsville. The proposer consents to personal jurisdiction and venue in a state court of competent jurisdiction in Yancey County, North Carolina.

Type of Audit

1. The audit shall be performed in accordance with the laws and regulations of the State of North Carolina for the minimum scope of the Town's audit. The audit will encompass a financial and compliance examination of the unit's prior year's audit report in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; Government Auditing Standards, July 2018 revisions; the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), the State Single Audit Implementation Act; and all other applicable laws and regulations. The audit firm shall comply with generally accepted auditing standards as required by the American Institute of Certified Public Accountants and Government Auditing Standards, issued by the Comptroller General of the United States. The audit firm shall apply auditing procedures necessary to render an opinion as to the basic financial statements, taken as a whole, in conformance with generally accepted accounting principles.

2. The scope of the audit and all fee quotes presented should include all approved and known pronouncements through the date of proposal submission. This includes, but is not limited to Governmental Accounting Standards Board statements and Government Auditing Standards. Although some pronouncements will not be in effect until after the first year of the audit, estimates for future years should include pronouncements that will become effective during that contract period. The audit firm will be expected to advise appropriate Town staff on the applicability of accounting and reporting standards as they become effective.

3. The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, each major fund and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The auditor shall express an opinion on the budgetary comparison information for the General Fund, the major funds and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The working papers shall be retained and made available upon request for no less than three years from the date of the Audit report.

4. The audit will also include the following:
 - a. Pre-planning conference with Finance staff in April/May timeframe where both the auditor and Finance staff discuss their expectations of the audit.
 - b. Interim audit work prior to June 30th and/or prior to final close.
 - c. Attendance at Town Council meeting in late October for presentation of the financial statements by Manager or Partner of the Audit Staff with comments and potential questions from Council as requested.
5. The audit should encompass all funds and entity-wide activities as reported in the Town's Audit report at 2025 and any additional funds or entity-wide activities that may be added subsequent to that date.
6. If required, the audit firm will issue a management letter to the Town Council after completion of the audit and assist management in implementing recommendations, as is practical. Town staff also request that an informal letter be addressed to the Finance Officer with any efficiency, internal control or accounting improvements that could be made based on the audit staff's observation during their fieldwork. All content must be discussed with the Finance Officer prior to issuance. The audit firm is encouraged to discuss the content while the management letter is in draft form to ensure that all parties fully understand the circumstances that lead to auditor comments.
7. The Town staff may require the auditor's guidance or input on the completion of certain schedules/documents as to proper format and content, so that they can be used in the audit process as well as inclusion in the Town's financial statements. Guidance may be required for new note disclosures, all outstanding and effective authoritative standards and other reporting requirements at June 30 year-end. Cost for providing these services should be included in the auditor's base fee quote and will not be considered extra for additional billings. In cases, however, where services requested would require a more in-depth scope and require work significantly above the original fee quote, such additional fees must be negotiated prior to commencement of work.

Auditor Requirements

The audit firm is considered to be an independent contractor and will be wholly responsible for the services and the supervision of its own employees and permitted sub-contractors.

A planning meeting will be held each year to determine schedules that the Town will be responsible for preparing. Estimated timeframes will be established and interim audit work will be planned. Adequate notification will be given prior to any changes in estimated times.

If the Town of Burnsville's audit engagement is subject to the standards for audit as defined in Government Auditing Standards, 2018 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in Government Auditing Standards. In accordance with 2 CFR Part 200.509 – Auditor Selection, the following criteria shall apply:

- The auditor must be independent of the Town of Burnsville, both in fact and appearance, and must adhere to all applicable independence standards under GAAS and Government Auditing Standards.
- The auditor must be a Certified Public Accountant (CPA) licensed to practice in the State of North Carolina.
- The auditor must meet the continuing professional education (CPE) requirements of Government Auditing Standards.
- The auditor must have demonstrated experience performing audits of local governments in

accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (Yellow Book)
- Federal Single Audit requirements under 2 CFR Part 200, Subpart F
- The auditor must demonstrate experience auditing federal awards similar to those administered by the Town.
- The auditor must have received a peer review within the last three years, with results that demonstrate compliance with professional standards. **The Auditor must provide a copy of their most recent peer review report with their proposal.**

The Town staff will prepare all standard year-end accruals and other adjusting journal entries. The Financial Statement Preparer will prepare the government wide year-end adjusting journal entries as well as any necessary entries to allocate the state pension balances. The Town does have Other Post- Employment Benefits, therefore OPEB entries are necessary. The Town shall designate an individual, such as the Finance Officer, with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. The Town management will ultimately be responsible for the preparation and fair presentation of the financial statements, which includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements. The Town of Burnsville's Finance Officer will prepare the MD&A. A preliminary draft of the audit and required adjusting journal entries must be submitted to the Finance Officer by October 1 for proofing and reconciliation to the Town's records to allow ample time for review and corrections before it is sent to the Local Government Commission.

Meeting LGC deadlines is a high priority for the Town. Therefore, the Town of Burnsville prefers interim fieldwork be completed in early June. Year-end fieldwork should begin by or before mid-August and be completed by late September. While many documents can be shared electronically, the Town expects that the audit firm staff will be onsite for fieldwork, including manager and partner level staff for at least a portion of the onsite work. **An agreed upon post-closing trial balance must exist by September 30.** The Finance Officer will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.

The timing of the draft and review should insure final completion of the Financial Statements by the annual October 31st deadline or no later than the annual grace period of December 1. For every week the audit is late due to no fault of the Town of Burnsville, there will be a reduction in the audit fee of \$100.00.

Eight copies of each Audit report, management letter, and other applicable reports must be supplied to the Finance Officer within the time frame cited above. In addition, the auditor is responsible for complying with the requirements of the LGC for submitting the audit and all associated documents and forms as required for the year under audit when (or prior to) submitting the final invoice for audit services rendered to the Commission.

In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

Either the manager or partner of the audit staff is required to present and attend the Town Council's meeting in which the Audit report is presented. Required communications to the Council can be

delivered at this point, as well as general comments regarding the audit process and the results of the audit. Finance staff will coordinate this presentation and determine the date and time of the meeting, typically held in regular business meeting of the month following the audit completion.

Audit Contract: Period & Payment of Audit Fees

The Town intends to continue the relationship with the auditor for no less than three years on the basis of annual negotiation after the completion of the first year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The Town of Burnsville reserves the right to request proposals at any time following the first year of this contract. It is requested that proposals be prepared for the following years, with year one being the only obligated year:

July 1, 2026 to June 30, 2027
July 1, 2027 to June 30, 2028
July 1, 2028 to June 30, 2029

The required current revision of the form “Contract to Audit Accounts” (form LGC-205) is required to be executed as the contract document; however, the auditor and the Town may also execute an engagement letter and/or a Town contract to include additional terms not addressed in the LGC-205. The entire audit contract package must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC prior to payment by the Town. Interim or progress billings for services rendered marked approved by the LGC will be paid up to 75% of the total fee prior to submission of the final audited financial statements to the staff of the Local Government Commission. The final 25% of the Audit fees (final invoice) will be paid when the financial statements, single audit (if applicable), management letter and amended contract (if applicable) have been reviewed or approved by the LGC.

The LGC only approves invoices for audit related work. Requests for payment related to any additional agreed upon procedures or AFIR work do not require LGC approval. Final invoices for these services will be paid after the final report results and findings have been reviewed and deemed satisfactory by Town staff.

Description of Selection Process

The Town requests that no Town officials be contacted during this proposal process. Submit questions regarding the RFP in writing via email to ap@townofburnsville.org. Any additional information disclosed to participating audit firms prior to bid submission will be shared with all interested parties

Proposals will be submitted in two sections and must be physically signed by an authorized representative of the Audit firm. The first section will be comprised of the audit firm’s prior experience and qualifications of its personnel in performing governmental audits. The second section will consist of completed cost estimate sheets. The Finance Office staff will evaluate the auditor/firm on educational and technical qualifications. The firm best meeting the Town’s expectations for experience, audit approach, and cost requirements will be selected.

Please keep in mind that cost, while an important factor will not be a sole determining factor. Unusually low bids that are obviously out of line with other bidders or are significantly lower than out current fees

will raise concern. The lowest bid will not automatically be awarded preferential consideration.

The Town reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Town.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid. Firms must be registered with the North Carolina State Board of CPA Examiners.

Profile of the Firm

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the Audit firm's North Carolina office location(s) that will handle the audit and the relevant personnel's ability to meet with Town Staff and collect data personally.
2. Indicate the number of people (by level) located within the Audit firms local office that will handle the audit.
3. Provide a list of the audit firms' local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
4. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
5. Describe your audit organization's participation in AICPA sponsored or comparable quality control programs (peer review). **Provide a copy of the firm's current peer review.**
6. Describe the professional experience in governmental audits of each senior and higher level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site. Relevant experience and education with the new GASBS reporting requirements should be clearly communicated.
7. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
8. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions (e.g., Water/Sewer, Electric service function).
9. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
10. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contracted for a reference.

11. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), July 2018 Revision. Provide a copy of the firm's Statement of Policy and Procedures.
12. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
13. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
14. Comment on your knowledge of and relationship with the NC Local Government Commission and the University Of North Carolina School Of Government in Chapel Hill.

Audit Approach

Proposals should include completed cost estimate sheets and any other necessary cost information in a separate, sealed envelope marked – "Cost Estimate." The Town will evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of automated processes and internal control testing methods.
4. Use of computer audit specialists.
5. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
6. Information that will be contained in the management letter.
7. Assistance expected from the government's staff, if other than outlined in the RFP.
8. Tentative schedule for completing the audit within the specified deadlines of the RFP.
9. Specify costs using the format below for the audit year July 1, 2025 to June 30, 2026. For the two audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2026 is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a "not-to-exceed" amount.
 - A. Audit firm personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
 - 1) Estimated hours: please categorize estimated hours into the following: on-site interim work, year-end on-site work, and work performed in the auditor's office.
 - 2) Rate per hour.
 - 3) Total cost for each category of personnel and for all personnel costs in total.

B. Travel – itemize transportation and other travel costs separately.

C. Cost of supplies and materials – itemize.

D. Other costs – completely identify and itemize.

1) If applicable, note your method of determining increases in audit costs on a year to year basis

10. Please list any other information the firm may wish to provide.

11. Please include the Summary of Audit Costs Sheet with your proposal.

Evaluation Scoring Sheet

Evaluation Category	Maximum Points
Firm experience with NC local governments & LGC	25
Federal Single Audit & grant compliance experience (ARPA, FEMA, State)	20
Qualifications of engagement team	15
Audit approach, methodology & timeline & ability to meet with staff	20
Fee proposal & overall value	15
References	5
Total Possible Points	100

The Town may conduct interviews with the highest-ranked firms.

LGC Approval and Governing Board Action

- Final selection of the audit firm is subject to approval by the Burnsville Town Council.
- The selected firm must meet all North Carolina Local Government Commission qualification requirements.
- The Town will submit the selected firm and contract for LGC approval or acknowledgment, as required.
- The auditor shall not commence work until all required approvals have been obtained

Proposal Submission Instructions

- Proposals must be received no later than February 16, 2026 at 4:00 p.m. Eastern Standard Time.
- Submit proposals in hard copy to:

Leslie Crowder Finance Director Town of Burnsville 2 Town Square (Delivery), PO Box 97 (Mailing), Burnsville, NC 28714

Late proposals may not be considered.

Additional Terms and Conditions

- The Town reserves the right to reject any or all proposals.
- The Town may waive minor irregularities in proposals.
- The selected firm must meet all **North Carolina Local Government Commission** qualification requirements.
- This RFP is a request for the submission of proposals and is not itself an offer, nor should it be construed as an offer.
- Town of Burnsville expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.
- Town of Burnsville reserves the right to reject and not consider any or all Applicants in its discretion.
- Town of Burnsville reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, Town of Burnsville may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- In no event shall any obligations of any kind be enforceable against the Town of Burnsville unless and until a written agreement is entered into.
- The Applicant agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
- By submitting a response to this request, the Applicant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Applicant or Applicants with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- Town of Burnsville reserves the right not to award a contract pursuant to the RFP.
- All items become the property of the Town of Burnsville upon submission and will not be returned to the Applicant.
- Proposals will be evaluated using the factors listed in this RFP.
- Town of Burnsville reserves the right to interview or to choose not to interview Applicants prior to making a final selection.
- Applicants are requested to refrain from contact with the Selection Committee members other than written questions to the Finance Director as proscribed below.

Contact for Questions

All questions regarding this RFP must be submitted in writing, on or before 4:00 p.m. Eastern Standard Time on January 30, 2026, to:

Leslie Crowder, Finance Director at ap@townofburnsville.org

Audit and Budget

The Town's most recent Audit and Annual Budget can be found on the Town's website at www.townofburnsville.org under the Town Council tab. Proposers may contact the Town Clerk at

Clerk@townofburnsville.org or by calling Town Hall during normal business hours at 828-682-2420 for any website access issues.

Accounting Records

The Town maintains all its accounting records at the finance office located at 2 Town Square, Burnsville NC 28714 (Town Hall). All accounting journals and subsidiary ledgers are maintained on Southern software.

Assistance Available to Auditor

The Town has designated the Finance Officer as a person with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. The Town will make available to the auditor sufficient help to pull and re-file records, and prepare necessary confirmations. An electronic version of the trial balance with budgeted amounts will be made available in late August. The following accounting procedures will be completed, and documents prepared by the Town's staff no later than September 1.

- The books of account will be fully balanced.
- All subsidiary ledgers will be reconciled to control accounts.
- All bank account reconciliation's for each month will be completed.

The Town's personnel will prepare the following items:

General

1. Working Balance Sheet for each fund.
2. Working Statement of Revenues, Expenditures, and Transfers for each fund.
3. General Ledger transaction detail report for each account.
4. A copy of the original budget, all amendments, and the final budget as of June 30, 2026.
5. A copy of all project ordinances and all amendments for active projects during the audit period.
6. A copy of board policies, including travel policies, investment policies, debt policies, fund balance policies and purchasing policies including how the pre-audit process is performed.
7. Copies of all signed Board meeting minutes.
8. Copies of all correspondence with the staff of the Local Government Commission, including semiannual Cash and Investment Reports (LGC-203), unit letters, letters regarding the audited financial statements and compliance reports for the previous year.
9. Required supplementary information, e.g. actuarial information for the Law Enforcement Officers' Separation Allowance.

Cash and Investments

1. All bank reconciliations for each month
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year-end.

Receivables

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year end.
2. Listing of outstanding receivables by account as of the fiscal year end.
3. Listing of outstanding receivables in detail as of the fiscal year end.
4. Schedule of miscellaneous receivables booked as of the fiscal year end.

Other Assets

1. Schedule of insurance coverage.

Capital Assets

1. Listing of all capital assets
2. Printout of all capital asset acquisitions made during the audit year.
3. Printout of all capital asset dispositions made during the audit year.
4. Printout of depreciation expense posted for the audit year.

Current Liabilities

1. Schedule of accounts payable including batch printouts.

Long-Term Debt

1. Computation of vested vacation payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.

Grants

The following will be compiled for each grant:

1. Grant agreement.
2. Grant Budget.

3. All financial reports.
4. Correspondence with the grantor agency, including monitoring reports.
5. CFDA # and/or pass-through grant #.

Size and Complexity of Town Personnel/Payroll

Number of employees	27
Frequency of payroll	Bi-weekly
Number of payroll direct deposit advises monthly	0

Property Tax collected by Town of Burnsville

Total dollar amount of most recent year's collections	\$ 1,449,510.17
Total dollar amount of levy	\$ 1,455,346.96

Bank Accounts

Number of bank accounts	12
Number of investment accounts (NC Cash Management Trust Government Portfolio)	2
Average monthly activity in main accounts	\$ \$995,716.00
Number of deposits: Central Depository	90
Number of checks: Central Depository	190

The following financial applications are on the computer system:

General Ledger	Accounts Receivable
Accounts Payable	Cash Receipts
Capital Assets	

SUMMARY OF AUDIT COSTS SHEET

- 1. Base Audit
Includes Personnel costs, travel, and on-site work \$ _____

- 2. Extra Audit Services
\$ _____ Per hour \$ _____

- 3. Other (explain)
_____ \$ _____

- 4. Other (explain)
_____ \$ _____

- TOTAL** \$ _____

FIRM:	Primary Contact:
Address:	Telephone:
	Fax:
	E-mail:
	Date:

PROPOSAL CERTIFICATION

Proposers
Signature _____ Date _____

By Signing above I Certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign Proposal on behalf of my organization.

BY (Printed): _____
TITLE: _____
COMPANY: _____
ADDRESS: _____
TELEPHONE: _____
Email: _____