

AUDIT PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by Friday, May 22, 2021, close of business.**

Qualifications

1. Location of the office that will be performing the audit for Harper Woods School District
19851 Anita St
Harper Woods, MI 48225
Or remotely as the situation will be

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 (6/30/2018) _____
Year ending (6/30/2019) _____
Year ending (6/30/2020) _____

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

Last year _____
Prior year _____

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 _____ |

Name of Firm: _____

Address: _____

Telephone: _____

(Please Type or Print) Name of Person in Charge of Audit

Title

Signature

Date