



## **REQUEST FOR PROPOSAL FOR AUDIT SERVICES**

**JUNE 2025**

### **Invitation for Proposal**

Circle of Seasons Charter School is soliciting proposals from independent certified public accounting firms to provide auditing services to the school for the school's fiscal years ending June 30, 2025, 2026, and 2027, subject to annual termination if notification is provided at least ninety (90) days prior to the fiscal year end. Services for up to an additional two (2) years beyond 2027 may be negotiated without a subsequent request for proposal.

Please be aware that this is a request for professional services, and not a competitive bid. The School is not required to conduct its request for professional services in accordance with competitive bidding laws. The School will not be liable for any cost(s) incurred by firms prior to the issuance of a signed engagement letter.

### **Background**

Circle of Seasons Charter School was originally chartered through the Northwestern Lehigh School District. The School began operations in July 2013. Circle of Seasons Charter School is a K-8 public charter school that offers an approach to teaching and learning that is both whole child focused and student centered. We are the first, and one of just a few, public charter schools on the east coast that is guided by the core principles of Public Waldorf Education. Circle of Seasons campus is located in Fogelsville, PA and is positioned on a 35-acre hilltop with access to outdoor classrooms, hiking trails, woods and playing fields.

Circle of Seasons Charter School provides educational services to approximately 425 students. The School employs approximately 80 full-time and part-time staff, with a 2024-2025 General Fund expenditure budget of approximately \$7.950 million. More detailed information on the School and its finances can be found in the School's latest financial statements and budget documents located on the School's [Board of Trustees page](#).

## **Qualifications**

Eligible accounting firms shall meet the following specifications:

1. Shall have no obligations or interests that conflict with the best interests of Circle of Seasons Charter School.
2. Shall have successfully complied and are currently in conformity with the membership requirements of the Private Companies Practice Section of the American Institute of Certified Public Accountants quality control program (or comparable quality control program).
3. Shall have the professional proficiency to provide the services requested herein.
4. Shall have extensive experience auditing Pennsylvania Public School entities (School Districts, Charter Schools, Cyber Charter Schools, and Intermediate Units).
5. Shall be familiar with the Pennsylvania School Systems Manual of Accounting and Related Financial Procedures, the PA Public School Code of 1949, as amended, and with the Federal and State Single Audit Act regulations, guidelines, recent bulletins and directives related to school finance issued by the Pennsylvania Department of Education (PDE) and the PA Auditor General's Office.
6. Shall be knowledgeable of the regulations and accounting statements of the Governmental Accounting Standards Board (GASB), particularly Statement No. 34 ("GASB Statement #34) and provide audited statements in compliance with the same.
7. Shall be capable of offering assistance in the areas of taxation and fund accounting.
8. Shall have at least one Pennsylvania Public School entity as a current client.

## **Scope of Audit Services**

This section describes the services the School is soliciting from an auditing firm. Please note that the School expects the audit fieldwork to be substantially conducted between September 1 and November 15 each year. Timing of the audit work must be coordinated, in advance, with the School's Business Manager. Information necessary for the School to complete its filing of the Annual Financial Report with PDE must be available at least fifteen (15) days prior to the filing deadline. The Business Manager will discuss whether the School intends to utilize the automatic 30-day grace period for filing the Annual Financial Report. The School will consult with the firm on the completion date for draft copies of the audit report based upon the School's board and committee calendars.

## **General Audit Services**

The audit firm will provide the following services relative to the annual audit of the School's financial operations:

1. Audit of the School's General Fund.
2. Comply with new audit requirements implemented for Charter Schools as of July 2024 through an amendment to the Public School Code of 1949, including, but not limited to:
  - a. An enrollment test to verify the accuracy of student enrollment and reporting to the Commonwealth.
  - b. Full review of expense reimbursements for board of trustees members and administrators, including sampling of all reimbursements.
  - c. Review of internal controls, including review of receipts and disbursements.
  - d. Review of annual and Federal and State tax filings, including the Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax and all related schedules and appendices for the charter school entity and charter school foundation, if applicable.
  - e. Review of the selection and acceptance process of all contracts publicly bid pursuant to section 751.
  - f. Review of all board policies and procedures with regard to internal controls, code of ethics, conflicts of interest, whistle-blower protections, complaints from parents or the public, compliance with 65 Pa.C.S. Ch. 7 (relating to open meetings), finances, budgeting, audits, public bidding and bonding.
3. The auditor shall observe the adequacy of the School's systems of internal control. Any deficiencies shall be noted and appropriate recommendations shall be reviewed with the Business Manager and the CEO and shall be included in a Management Letter to Circle of Seasons Charter School Board of Trustees.
4. Prepare an auditor's opinion letter on the financial statements and internal control over financial reporting.
5. Compile all financial statements required by PDE and governmental auditing standards, including required supplementary information that is not otherwise prepared by the School.
6. Prepare all notes to the Financial Statements.
7. Incorporate the School-prepared Management's Discussion and Analysis into the final bound audit report. The School will determine the number of bound copies of the report that will be required. The firm will provide all

requested copies.

8. Prepare a Management Letter detailing recommendations, if any, for improvements in School operations and/or procedures. The information provided in the Management Letter should be written with consideration given staffing and resource constraints of the School.
9. Provide a listing of School responsibilities (e.g. working papers to be prepared and information to be gathered) no later than July 1 of each year. Audit confirmations will be prepared by the School and provided to the auditor for final form and mailing costs will be borne by the auditor. Prompt communication is expected during the audit period regarding additional information that is needed. Adequate time must be provided for the School to gather such information.

### **Federal Program Audit Services**

The audit firm will also provide the following services relative to the School's federal grant programs, as needed:

1. Determine the need for audit work in accordance with the Single Audit Act implemented by the Federal Office of Management and Budget in accordance with Uniform Grant Guidance and provide such audit work as part of the annual audit of the District's financial statements. The Schedule of Expenditure of Federal Awards will be compiled and prepared by the School for the audit.
2. Compile all reports and schedules required by Uniform Grant Guidance, including the Schedule of Expenditure of Federal Awards and report on the compliance with requirements applicable to each major program.
3. Complete the auditor portion of the Single Audit filing with the Federal Audit Clearinghouse and assist with transmission of any other Single Audit filings with oversight agencies.

### **Schedule for the Fiscal Year Audit**

(A similar schedule will be developed for audits of subsequent Fiscal years).

The auditor shall complete each of the following no later than the dates indicated below or dates mutually agreed upon with auditing firm:

1. Expenditure Testing: The School and the firm will pick mutually agreeable dates for testing prior to the audit.

2. Entrance Conference: With the Business Manager prior to the commencement of expenditure testing. The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish and to make arrangements for workspace and other needs of the auditor. The auditing firm should provide the School a listing of schedules and information needed by the School to perform the audit.
3. Progress Conference: With the Business Manager at the end of the field work. The purpose of this meeting will be to summarize the results of the fieldwork done to this date and review any significant findings or problems.
4. Draft Reports: The auditor shall have drafts of the audit report, single audit and a management letter available for review by the School Business Manager by December 10th. The Business Manager will complete the review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, a new draft report shall be provided for Board of Trustees approval for January.
5. Final Reports: The auditor shall provide final approved audit reports no later than December 15th.

The dates indicated are and could be subject to change based on bond disclosure requirements of the School.

### **Response to Proposal**

A complete response to this request for proposal is required. A valid response will consist of:

1. Letter of transmittal or brief statement of understanding of the work to be done and a positive commitment to perform the work within the specified time periods.
2. Presentation of names of the individuals who will be authorized to make representation on behalf of the audit firm, including title, address, and telephone number of each.
3. A history of the firm noting its experience with Pennsylvania School entities, size and structure.
4. Listing of number of people, individual experience level, and qualification of each individual that is expected to conduct the audit for the School. A resume for each individual assigned to the audit is suggested. Describe the experience of the senior auditor who will be assigned to the audit and the expected percentage of time that individual will be onsite.

5. Reference list of Public School entity audit clients including the types of services performed and the length of service with each entity.
6. Provide a copy of the firm's most recent Peer Review Report.
7. The level of the firm's technical experience in preparing school audit reports.
8. The firm's approach to performing the audit include at least the following:  
(1) type of audit program/software(s) used, (2) use of statistical sampling, (3) organization of the audit team and estimate of total job hours, (4) management letter, (5) assistance expected from School staff.
9. Listing of the firm's involvement on committees and client provided training.
10. The fixed fee quotes for the three-year option (2025-2026, 2026-2027, 2027-2028). The audit proposal may not be withdrawn for a period of ninety (90) days from the date the proposals are opened. A quote form is attached to this Request for Proposal for Auditing Services.

### **Response Date**

The proposal must be received at the Business Office, Repice & Taylor, Inc., 2901 S. 15<sup>th</sup> Street, Philadelphia, PA 19145, by **no later than July 15, 2025, by 10:00 AM**, prevailing time. Proposals may be delivered to the Business Office directly or can be mailed to the above address. Proposals may also be submitted electronically to Thomas Taylor, Business Manager, at [ttaylor@reptay.com](mailto:ttaylor@reptay.com). Companies mailing proposals must allow sufficient delivery time to ensure the timely receipt of their proposals. All responsive RFP's should be **SEALED** and clearly marked "**RFQ/RFP AUDITING SERVICES**".

### **Selection Criteria**

The School will evaluate firms based on the following criteria:

1. Firm's history and related experience with Pennsylvania Public School entities.
2. Firm's personnel and qualifications; and identification of those individuals who will be responsible for handling/servicing the account.
3. References from other Pennsylvania Public School entities.
4. Three references with the name and phone number of the Public School Business Manager or equivalent position should be provided.
5. Proposed fees annually and throughout the proposed engagement period. Costs of the audit services will be considered, but will not be the determining factor.

**Costs related to a Response to this Proposal**

The School will not be liable for any cost incurred in preparation of a response to this proposal. The School reserves the right to conduct interviews of any and all firms submitting proposals prior to selection. The School will not be liable for any costs incurred by the firm in connection with such an interview.

**Responsive Proposal**

Submission of a proposal will be prima facie evidence that the firm submitting the proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.

**Fee Negotiation**

The School reserves the right to conduct pre-contract negotiations with any potential firms that have submitted proposals.

**School's Right in Solicitation**

The School reserves the right to reject any and all proposals. The School retains sole discretion to accept the proposal it considers most favorable to its interests, and the right to waive minor irregularities in the proposals. The School further reserves the right to reject and all proposals and see new proposals when such process is in the best interest of the School.

**No Additional Fees**

The School will not be liable and will not pay for any costs related to the audit that are not included in the proposal unless services outside of this scope are required. The audit firm will be responsive to the School's requests for miscellaneous payroll tax form processing information and other general accounting and tax matters throughout the year at no additional cost to the School.

**Advisory Assistance**

The audit firm shall be available to provide advisory assistance to the School's administration throughout the School Year including, but not limited to, assistance with audits of State and Federal agencies. The School will maintain its financial records and the audit firm will advise as may be necessary to enable the School to comply with the requirements of regulatory agencies.

The audit firm shall provide year end adjusting journal entries to the School's Business Office staff, assist in reconciling accounts as needed and assist in the preparation of year end financial statements and the Annual Financial Report as needed.

### **Ethics and Collusion**

This request for proposal is not subject to bidding requirements; however, the School intends to adhere to the following guidelines:

**Bribery:** Any person that attempts to influence a School official to designate such person's firm as the auditor by promising to provide or by providing to such School official any gratuity, entertainment, commission or any other gift, in exchange for a promise to designate that firm

shall be disqualified from further consideration and shall be subject to any applicable penalties under the law.

**Conflict of Interest:** Any firm that knows of any School official having a material direct or indirect interest in such firm shall be required to submit a written statement detailing such interest. Failure to disclose a known financial interest shall result in the firm's disqualification from further consideration.

### **Access to Audit Work Papers**

The School shall reserve the right to request copies of any of the working papers prepared in conjunction with the audit engagement at no additional cost to the School. Such working papers shall be provided on a timely basis, regardless of the status of any current agreements between the School and the audit firm. The auditing firm must retain all working papers and reports for a minimum of six (6) years from the date of the completion of a particular year's audit and make them available to any authorized Federal or State entity of Circle of Seasons Charter School, upon reasonable request.

### **Unacceptable Work**

If the auditor's audit reports are determined to be unacceptable by the School, the AICPA Standards or the Standards for Audit of Governmental Organization, Program, Activities and Functions and Guideline for Financial Compliance Audit of Federally Assisted Programs, issued by the Auditor General, the Single Audit Act of 1984, and OMB Circular A-133, the audit firm may, by written request, be required to re-audit at its own expense and submit a revised acceptable audit report.



The School has the right to reject the Auditor's audit report for one (1) year after the School has submitted the audit report to State and Federal agencies.

If the audit firm fails to comply with any of the terms of this proposal, the School may terminate this contract.

**Confidentiality/Safeguarding of Information**

The auditing firm shall not use or disclose any information concerning Circle of Seasons Charter School, or information considered classified as confidential, for any purpose not directly connected with the administration of this agreement, except with the prior written consent of Circle of Seasons Charter School, or as required by law, during the term of this agreement and beyond.

(Return this form as the Cover Page of your Auditing Services Proposal)

Name of Audit Firm:	
Address:	
Contact Person:	
Telephone Number:	
Email Address:	
Website:	

Fee Schedule	2024-25	2025-26	2026-27
Fee for General Audit Services			
Fee for Federal Program Audit Services			
TOTAL PROPOSED FEE			
Additional Fees (detail below)			

Details for any additional fees listed above:

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Authorized Signature: \_\_\_\_\_ Date:

Title or Office:

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