

On Letterhead

January 28, 2014

The Town of Charlotte Selectboard seeks cost proposals from qualified firms for conducting a financial audit of the Town's accounts for the fiscal year ending June 30, 2014 and providing appropriate financial statements.

The audit report for the year ended June 30, 2013 can be viewed on the Town's web-site at: <http://bit.ly/KOUYTP>

The Town would like the field audit to be conducted during the month of September, the draft financial statements to be provided in November, and the final financial statements to be provided in December. The Town would like the auditor to meet with the Selectboard for review of the preliminary and final financial statements.

The deadline for submitting proposals is February 18, 2014.

Proposals should include:

- The cost of conducting an audit of FY14 and providing associated financial statements (including two meetings with the Selectboard and related e-mail and telephone correspondence);
- The costs of providing the same services for FY15 & FY16, should the town decide to continue with your firm for those years;
- The cost (rate) of consulting on municipal accounting issues during the year;
- An approximate schedule for conducting the field audit and providing the preliminary and final financial reports; and
- A list of municipal clients.

Proposals can be e-mailed or mailed via US Postal Service to:

Town of Charlotte
Attn: Dean Bloch, Town Administrator
P.O. Box 119
Charlotte, VT 05445
dean@townofcharlotte.com

Please feel free to call with questions at 425-3071 ext. 5. Thank you.