

## Invitation to Bid

### 20150714 ANNUAL AUDIT RE-BID

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20150714 ANNUAL AUDIT RE-BID until 9:00 a.m. CDT July 14, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Dia Hall - Internal Auditor at [dia.hall@sumnerschools.org](mailto:dia.hall@sumnerschools.org). All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).



## **REQUEST FOR BIDS**

This request is offered to solicit bids for the annual audit of the Sumner County School System **activity funds and additional procedures for centralized cafeteria funds** as required by the State Comptroller's Office for the fiscal year beginning July 1, 2015 and ending June 30, 2016. This bid will be for a (3) three year period with renewals each year in July.

### **General Information**

The Sumner County School System currently consists of forty-five (45) schools and is scheduled to increase by 1 elementary school to forty-six (46) for the years ending June 30, 2016 June 30, 2017, and June 30, 2018:

7	high schools
11	middle schools
25	elementary schools (increasing to 26 by June 30, 2016)
1	alternative school
1	magnet school

The combined annual revenues for school activity funds for the year ended June 30, 2014 were approximately \$10.9 million combined; combined annual expenditures were approximately \$10.6 million.

### **Requirements**

The audit involves a review of internal controls, a review of compliance with state regulations and performance of standard audit procedures for the activity funds of each individual school. The activity fund audit requires both individual school and combined financial statements and a report on internal control. The complete audit report should be filed no later than November 30, 2016 for fiscal year ending June 30, 2016, November 30, 2017 for fiscal year ending June 30, 2017 and no later than November 30, 2018 for fiscal year ending June 30, 2018. We require 1 electronic copy in pdf format and 20 bound copies of the complete audit report. In addition, one copy must be sent to the State Comptroller of the Treasury, Division of Municipal Audit, and another sent to the State Department of



**SUMNER COUNTY BOARD OF EDUCATION**

Purchasing Department

1500 Airport Road

Gallatin, TN 37066

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ *PRINTED*

DATE \_\_\_\_\_

BID TITLE 20150714 ANNUAL AUDIT RE BID

DEADLINE JULY 14, 2015 @ 9:00 a.m.

BID AMOUNT \$ \_\_\_\_\_

BID GOOD THRU \_\_\_\_\_

NOTES: \_\_\_\_\_

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