



714 Lacey Road, Forked River, NJ 08731 Tel (609) 971-7002 Fax (609) 971-3391  
[www.SoilDistrict.org](http://www.SoilDistrict.org)

## Request for a Proposal for Audit Services

### **Purpose**

The purpose of this RFP is to obtain the services of an independent certified public accounting firm to perform a financial and compliance audit of the Ocean County Soil Conservation District. Per the *Financial Accounting Manual for New Jersey Soil Conservation Districts*, "the audit must be conducted in accordance with generally accepted auditing standards and the provisions as promulgated by the following: State of NJ, Department of Agriculture, State Soil Conservation Committee, *Financial Accounting Manual* (available upon request); Comptroller General of the US, *Government Auditing Standards (Yellow Book)*; US Office of Management and Budget, *Circular A-133, Audits of States, Local Governments and Non-Profit Organizations*; Federal OMB Circulars A-110 and A-112; State Circulars, *NJ Circular 04-04*.

The audit will cover the District's Financial Year 2022 (July 1, 2021 – June 30, 2022) with an option to extend for additional years.

Proposals must be submitted by March 15, 2022.

### **Background**

This mission of the Ocean County Soil Conservation District is to provide leadership in the planning and implementation of natural resource management programs for the development of communities, agriculture, and the general public through a locally based delivery system in coordination with local, state, and federal partners.

The District is one of fourteen Soil Conservation Districts in New Jersey. The District is a sub-division of the New Jersey Department of Agriculture but is locally governed and operates within the boundaries of Ocean County. The District currently has a staff of thirteen and a Board of Supervisors. The District participates in the State of New Jersey pension plan and health benefits.

### **Scope of Work and Schedule**

The District desires a complete audit of the District's financial statements as of June 30, 2022, along with an audit of internal controls, risk assessment and compliance. Per District policy, the audit must begin no later than September 1, 2022. The District expects the final report of audit will include financial statements, supplemental information, and recommendations. We also request the proposal include preparations of year end 1099s for 2022.

The completed audit reports must be provided to the District no later than October 31, 2022.

### **Proposal Preparation**

#### ***Information Required In Your Proposal***

Please include the following with your proposal:

1. Qualifications and Experience of the Firm
2. References
3. Cost Proposal

Please submit proposals via email to [cmooney@soildistrict.org](mailto:cmooney@soildistrict.org) or via mail to OCSCD, Attn: Christina Mooney, 714 Lacey Rd, Forked River, NJ 08731.

*Should you have any questions or need any additional information, please contact Christina Mooney, Office Manager, via email at [cmooney@soildistrict.org](mailto:cmooney@soildistrict.org) or telephone at 609-971-7002 ext. 111*

*Healthy Soil is at the Root of Everything!*